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June 13, 1995

TO: Health Service Planning Council Members
FROM: Norm Nickens, Co-Chair *Norm Nickens*
RE: Meeting Notice

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HIV
///
x
The next meeting of the Membership Committee will be Wednesday, June 21 at 5:30 PM. The meeting will be held at the AIDS Office, 25 Van Ness, 5th Floor.

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**HIV Health Services Planning Council
Membership Committee**

Report

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To: Members, HIV Health Services Planning Council
From: Loras Ojeda, Brett VanBenschoten, Co-Chairs
Date: November 3, 1998

In Attendance: Co-Chairs Loras Ojeda, Brett VanBenschoten; Council Members Don Bliss, Tom Calvanese, Norm Nickens, Kelly Wallace

Old Business:

The primary purpose of this meeting was to review and answer clarifying questions regarding the proposed bylaws amendments brought forth to the full Council at its October 19 meeting. The following clarifications were put forth in response to Council members' questions:

Article III, Section 3

The intent of this amendment is to foster stability within the membership of the Council while allowing for changes in membership reflective of shifting demographics. It is felt that a two year term allows for a larger knowledge base to be built up by each member without constituting a excessive commitment. The removal of the language regarding reappointment by the Mayor is meant simply to clarify the nomination, review, recommendation and approval process for new members already adopted by this Council. The Mayor, as the CEO, still has the final decision on appointment of members approved by the Council. For added clarification, a suggestion that the sentence. Members may apply for subsequent terms." be added to this section. This suggestion may be brought forth as an amendment to the proposal when it discussed at the full Council. The committee acknowledges that there is an implementation issue at hand in how members who have already been appointed would conform to new bylaws requirements, and it was agreed that all viewpoints and guidance should be considered by the Council in its decision. Guidance has been sought from HRSA on how such an implementation would take place and what currently constitutes a "term of office" under existing bylaws. Viewpoints from the Mayor's Office and the City Attorney have also been presented. It is not felt that this information need stall the Council's vote on the amendment, as implementation issues may be addressed after a vote of approval occurs.

Article III, Section 4:

This proposal is in effect a "housecleaning" measure, since the Council has not held its Co-Chair elections in January for two years. In addition, approval of this amendment would allow the Council the option of "staggering" Co-Chair elections by voting in new Co-Chairs if current Chairs vacate their seats prior to the completion of their term. The language below regarding Council approval of alternate Co-Chairs also allows for the temporary election of a Co-Chair in this instance, with all three Chairs being reelected when the original term expires. It was also noted that the current language describing Council Co-Chairs as being "appointed" is inaccurate, and should read "elected".

Article III, Section 5:

This language was adapted from bylaws approved by the San Francisco Ethics Commission. It was felt by certain members that the Council should be required to adhere to legal codes within the City and County of San Francisco. Discussion brought forth the point that as residents of San Francisco and adjoining counties we are already liable for legal actions. In addition, there may already be language appropriate to this issue in the City Attorney's office. The question of whether or not this Council is required to adhere to the same standards as other planning bodies within San Francisco was raised. In addition, the enforceability of this Section was questioned, and the concern that the Council not become a policing body was raised. It is recommended by this committee that this issue be further addressed by a task force specifically created for the purpose of assessing the feasibility of a "Code of Conduct" policy paper similar to that adopted by the HIV Prevention Planning Council. The Steering Committee may be an appropriate place to begin discussions about this endeavor.

New Business:

The Committee Co-Chairs will be reviewing Council attendance records and offering a recommendation to the council for removal of those members out of compliance with the bylaws. A question around excused absences was raised, and it was clarified that a Council member unable to attend a meeting should notify that meeting's Co-Chairs, who may then notify Membership either at this Committee or via Steering Committee meetings.

1. The Membership Committee puts forth the following recommendation on a voting mechanism for Co-Chair elections for approval or dismissal by the Council:
2. Nominations must be closed by approval of a motion brought forth from a council member. It has previously been agreed that nominations should be held open until the evening of the Co-Chair Elections.
3. Votes will be taken by written ballot and tallied by support staff. The results of the vote shall be announced, and each member's voting record shall be made public knowledge in the meeting minutes.
4. Each Council may cast up to three (3) votes, but not more than one (1) vote per candidate.
5. The final tally must meet the bylaws requirements of demographic representation as addressed in Article III, Section 4. (... "at least one...shall be a PLWH, at least one shall be a person of color, and at least one shall be a woman.")
6. If the final tally does not meet the bylaws requirements, the vote shall be taken again.

Next Meeting:

The next meeting of the Membership Committee shall be Wednesday, December 2 from 11:00 AM - 1:00 PM at 25 Van Ness. The proposed agenda will include an analysis of the Council's current composition and gaps in representation, review of applications for membership, the status of nominations approved by the Council for appointment by the Mayor, and a quarterly attendance review. Time will also be set for a discussion of the current policy of maintaining confidentiality of applications through a closed session process. Any questions or requests concerning the agenda should be directed to Loras Ojeda or Brett VanBenschoten, Co-Chairs.

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HIV Health Services Planning Council Membership Committee

December 2, 1998
11:00 AM – 1:00 PM
25 Van Ness, 3rd Floor Conference Room B

Agenda

- | | | |
|-------|---|----------|
| I. | Introductions and Welcome | 11:00 AM |
| II. | Announcements | 11:05 AM |
| III. | Co-Chairs report <ul style="list-style-type: none">• attendance review of current Council members• status of nominations approved for recommendation for appointment | 11:15 AM |
| IV. | Analysis of current Council composition | 11:50 AM |
| V. | Review and discussion of confidentiality policy regarding new applications | 12:20 PM |
| VI. | New Business | 12:45 PM |
| VII. | Scheduling and draft agenda for next meeting | 12:55 PM |
| VIII. | Adjourn | 1:00 PM |

HIV Health Services Planning Council
Membership Committee

April Report

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To: Members, HIV Health Services Planning Council
Meeting Date: April 1, 1999
Meeting Place: 25 Van Ness Ave., Room 330-B
Meeting Time: 11:00 AM to 1:00 PM

Members Present: Chair, Loras Ojeda.
Kirsten Balano, Don Bliss, Tom Calvanese, Bart Casimir, John Conley, Laura Guzman, Siddiq Jihad, Diane Jones, Tony Leone, Allen Meyer, Norm Nickens, Loras Ojeda, Jorge Ortiz, Susan Shea, Eric Whitney, Mary Jane Wood.

Others Present: Bill Barnes, Bill Bourdon, Mayor's Office; Brad Benson, Supervisor Ammiano's Office; Michael Moors, Minutes; Laura Thomas, AIDS Office; Toni Young, Consumer Rights Advocate.

LO yielded the Membership chair to *DJ* who tabled regular agenda items to the next meeting.

Laura Thomas distributed job announcement flyers for the Needs Assessment survey.

Bill Barnes, Advisor to the Mayor on AIDS & HIV Policy, submitted a memorandum (3/30/99) [Attachment A] and individual letters (3/29/99) from the Mayor announcing: the appointment of *Laura Carcagno Guzmán*, *Luis De La Torre* and *Samuel Kaplan* to the Council; the reappointment of *Jeff Byers*, *Virginia Cafaro*, *Bart Casimir*, *John Conley*, *Diane Jones*, *Lee Ann Monfredini*, *Norm Nickens*, *Lisa O'Connor*, *Alissa Riker* and *Mary Jane Wood* to the Council; in addition, the Mayor sent letters to *Tom Calvanese* and *Loras Ojeda* saying he was unable to reappoint them to the Council at this time. *Marianna Balquiedra* submitted a letter of resignation from the Council effective immediately.

DJ said the agenda would be devoted to a discussion of terms of service and the Mayor's decision to not reappoint *TC* and *LO* to the Council. She asked if *TC* and *LO* wanted to make statements about their removal from the Council. *TC* read his letter from the Mayor.

DJ said the dates of appointment the Council uses and the dates the Mayor's Office uses are different. She said the process, as the Council sees it, begins with individual members who notify the Council's Membership Committee if they are interested in being reappointed. The Membership Committee forwards a recommendation on that member to the Council who votes for or against the submission of that name to the Mayor. The Mayor then can choose to appoint or not appoint that member. Members were not contacted by the Mayor's Office regarding their terms of appointment. *Bill Barnes* said the date the Mayor's Office uses is March 6, 1998. He said the language of the bylaws at that time was for appointment of at least one year with the option of reappointment by the Mayor. He said the City Attorney is reviewing the Council's recent bylaws change, but that the Mayor feels any member appointed before the bylaws change is subject to a one-year term.

Council members asked numerous questions about the process the Mayor went through in making his decision to remove two important Council members, and who advised him. *Bill Barnes* said some of that information was privileged. He said each person on the Council whose term expired was reviewed individually by the Mayor.

Bill Barnes asked how the Council determines appointment dates. *DJ* said they refer to the Roster of Planning Council Members from the annual SFEMA application for grant funds submitted to HRSA and prepared by the AIDS Office. *Laura Thomas* said the dates are based on Council members self-reporting. *DJ* noted the importance of maintaining the original dates of appointment of Council members in meeting the HRSA guidelines since they reflect the breadth of experience of Council members. She said there has never been consistent practice in the reappointment process coming from the Mayor's Office. *Bill Barnes* said that HRSA does not address the issue of terms for Council members and leaves that determination to the local EMAs. *Laura Thomas* said it is difficult for her to

document that the Council is functioning in the way that it should be, and that there is an appropriate planning process in place, when the CEO of the EMA is acting in ways to destabilize and disempower the community process by removing the most active Council members.

BC suggested the Council take a stand as a body to support the reappointment of *TC* and *LO*. *TL* asked if *TC* and *LO* wanted to remain on the Council. *TC* felt the Mayor's calculation of his term expiration date was wrong, that the process for reappointment was clearly stated in the bylaws of the Council and that his term expires in September 1999. He suggested the Council meet with the Mayor and the City Attorney to clarify questions regarding Council members length of term. He said this event was distracting the Council from the important work of prioritization, and would discourage people from participating in the community planning process. *LO* thought the Mayor has not acknowledged the processes of the Council. He said the CARE Act provides for the Council to determine its own processes. He felt that the Mayor was disrespectful of the work of the Council.

Brad Benson, Supervisor Ammiano's Office, said that Supervisor Ammiano is concerned about this issue and will bring it up in a meeting with the Mayor next week. He said that *TC* has been an enormous resource to their office, and that it would be a great loss to the Council to have him removed.

Bill Barnes said Jean Fraiser, of the City Attorney's Office, is on the record from a previous Council meeting as saying that the Council did not necessarily have the explicit authority to set length of terms since terms were not provided for in the CARE Act. He said the revised Attachment A of the bylaws were very confusing.

DJ suggested the Council send a letter to the Mayor asking for a meeting to discuss terms on the Council and attach a copy of the Roster of the FY 1999 Title I Planning Council Members. *LCG* suggested the letter include the importance of retaining *TC* and *LO* on the Council.

SS asked if the Mayor's decision was based on a technicality concerning term dates, or if the Mayor does not wish these two individuals to continue serving on the Council regardless of the date. She wondered if the Mayor felt no obligation, if not by the letter of the law by the spirit of the law, to explain the removal of two key members of a community based council. *Bill Barnes* referred people to the Mayor's letter.

AM asked what effect the resignation of the entire Council would have on the grant application process. *Laura Thomas* said a functioning community planning process is a prerequisite of receiving CARE Act funds. She also said the Mayor would quickly fill any vacated seats.

The group agreed to send a letter to the Mayor requesting a meeting to discuss their disagreements. *DJ* will draft the letter.

MJW said there are two separate issues and the one that needs to be resolved first is to reach agreement between the appointing authority and the planning group on how people get appointed to the Council. The question of the reappointment of *TC* and *LO* then comes out of that agreement. *TC* noted that he and *LO* were not reappointed for political reasons, based on their votes not to support the Mayor's request to replace Mental Health funds. He wondered if the Mayor respects the community planning process when Council members can be removed at will. He said HRSA guidelines recommend depoliticizing the appointment process, the legislation suggests a balance of power. He felt the Mayor is using the process to carry out a political agenda.

TL said the appointment process has never worked well, and it seems the Mayor believes the Council serves at his will while the Council thinks they serve a term. *LCG* suggested it was important to state to the Mayor the Council's desire to keep *TC* and *LO* on the Council. *BC* suggested wording in the letter that *TC* and *LO* "continue serving" rather than discuss reappointment. *Bill Barnes* said that most Councils provide staff to record membership. *DJ* pointed out that last year was the first time since the inception of this Council that the Mayor's Office has asked for a submission of appointments.

She suggested the letter to the Mayor state the Council's disagreement with him on the appointment process, and request that he postpone the removal of *TC* and *LO* pending the resolution of the process. *JC* stated that he could not support a letter to Mayor Brown suggesting who he should or

should not appoint to his boards and commissions, although he could support a letter stating the value of the work of *TC* and *LO* to the entire EMA.. There was discussion of writing two letters. The group agreed to send one letter and request a meeting with the Mayor. *Bill Barnes* said he would try to set up a meeting date with the Mayor on or around April 12. *SS* suggested there needs to be a political campaign to put pressure on the Mayor to listen to the Council's point of view before having a meeting with him.

AM will inform the HIV Contractor's Association of these events.

TC asked for clarification of what would be included in the letter to the Mayor. The letter will include: discussion of the appointment process of the Council, a request to postpone removal of *TC* and *LO* pending agreement of the appointment process, and a request to meet with the Mayor to discuss these issues before the next full Council meeting.

SJ advised *Bill Barnes* not to get caught up in the politics of this issue and to think about the long term consequences his actions may have on the community.

TC asked Council members to consider taking on the task of chairing the Membership Committee.

DJ announced the Health Commission awards ceremony next Tuesday, April 13, 101 Grove St., Room 300, 3:00 PM.

Next meeting: Thursday, May 6, 1999, 25 Van Ness Ave., Room 330-B, 11 AM to 1 PM.

All CARE Council & Committee meetings are held in accessible sites, and are open to members of the public. Participation of people living with HIV is strongly encouraged. Minutes of meetings and all information distributed to Council members are available for public inspection and copying. For further information contact Council staff at 415/554-9136.

OFFICE OF THE MAYOR
SAN FRANCISCO



WILLIE LEWIS BROWN, JR.

MEMORANDUM

Date: March 30, 1999

To: Michael Moors
Staff Coordinator, San Francisco HIV Health Services Planning Council

From: Bill Barnes 
Advisor to the Mayor on AIDS & HIV Policy

CC: Steve Kawa
Mayor's Office of Finance and Legislative Affairs

On March 29, Mayor Brown appointed the following three persons to the HIV Health Services Planning Council for terms of one year, pending clarification of the Council's recent bylaws amendment by the City Attorney:

Laura Carcagno Guzman
Luis de la Torre
Samuel Kaplan (representing Medi-Cal)

Our records indicate that the following members were appointed on March 9, 1998, and that their terms of service conclude on March 9, 1999:

Marianna Balquiedra, Jeff Byers (representing the state Office of AIDS), Virginia Cafaro, Tom Calvanese, Bart Casimir, John Conley (representing the San Mateo County AIDS Program), Diane Jones, Lee Ann Monfredini (representing the Health Commission), Norm Nickens (representing the grantee), Lisa O'Connor, Loras Ojeda, Alissa Riker and Mary Jane Wood

On March 29, Mayor Brown re-appointed the following members: Jeff Byers, Virginia Cafaro, Bart Casimir, John Conley, Diane Jones, Lee Ann Monfredini, Norm Nickens, Lisa O'Connor, Alissa Riker and Mary Jane Wood

HIV Health Services Planning Council
Membership Committee

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MAY 18 1999

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To: Members, HIV Health Services Planning Council
Meeting Date: May 6, 1999
Meeting Place: 25 Van Ness Ave., Room 330-A
Meeting Time: 11:00 AM to 1:00 PM

Members Present: Don Bliss, Chris Boehm, Tom Calvanese, Luis De La Torre, Laura Guzmán, Diane Jones, Tony Leone, Allen Meyer, Norm Nickens, Loras Ojeda,

Others Present: Bill Barnes, Bill Bourdon, Mayor's Office; John Claude Koury; Michael Moors, minutes; Laura Thomas, AIDS Office (AO).

Next meeting: Wednesday, May 19, 1999, 25 Van Ness Ave., Room 330-A, 2:30 – 4:30 PM.

Council Vacancies

Laura Thomas distributed a memo and charts regarding demographic analysis and recommendations for Council membership. [Attachment A] There are currently seven open seats on the Council. The minimum number of appointments that must be made before September 1, 1999 is three, and all must be HIV+ based on Council bylaws and HRSA requirements. *Laura* urged the Committee to appoint three new members quickly to involve them the prioritization process as soon as possible. *CB* said he would like to see more representation of youth on the Council. *Bill Barnes* suggested adding a senior category. He said the number of names submitted to the mayor is not as important as getting qualified people nominated for appointment. *TC* urged people to stop using the term "slots" when referring to filling categories, he pointed out that individuals are more complex than their ethnicity or gender. *LCG* pointed out that the Council has a hard time maintaining an appropriate candidate base to select from. *Bill Barnes* brought up the question of dates of reappointment. *DJ* said there is still disagreement on that issue but that filling current vacancies is more important. *Bill* thought the issue of reappointment dates needs to be resolved. *TC* said the Council bylaws state that members have two-year terms without conditions for reappointment. When their term is up members may apply to rejoin the Council. He suggested the full Council vote to affirm the membership process they want in place. *DJ* proposed putting Attachment A of the bylaws on the agenda for the next Council meeting. *Bill Barnes* said the City Attorney questions the validity of the language in Attachment A. *LO* pointed out that the members newly reappointed by the mayor did not go through the Council's established bylaw process of reapplying to be on the Council. He said that Attachment A was intended to foster institutional memory and stabilize the Council. *DJ* said there would be further discussion on this subject at the Steering Committee next week.

Membership Committee Chair Nominations

CB and *LCG* were approved as Membership Committee Co-chairs.

Membership Applications

The Committee agreed that applications should be mailed to the AO, to the attention of Membership Committee. *Laura Thomas* will put submitted applications in the Council's mailbox. She will maintain a file of blank applications with the receptionist at the front desk of the AO. *TC* said that the recruitment process has suffered over the last several months and needs to be expanded. *LO* will forward the applications he has to *Michael Moors* who will contact applicants to see if they are still interested in applying for membership. *Bill Barnes* said the Mayor's Office was willing to do some paid outreach by advertising in BAR and elsewhere. The Committee agreed that applicants need to be notified when they are not approved for membership. *DCB* said the Council should not be concerned with prioritization when selecting new members but concentrate on finding the best-qualified candidates. *Bill Barnes* requested that the applicant meeting be open to the public. *Laura Thomas* said the Council has historically treated nominations as a personnel meeting which needs to be closed. *LO* said nominees confidentiality needs to be protected. *NN* supported a compromise with the first portion of the meeting being public to allow for public comment on nominations and the remainder of the session closed for Committee discussion of individual nominees. He also noted that applicants should be notified that their HIV status might be disclosed.

- *Laura Thomas* will provide a summary of each applicant to be forwarded to Council members.
- *Michael Moors* will e-mail Council members regarding the meeting set to review applications.
- *Bill Barnes* will provide press release to media. He will submit language and proposed placement to the Council Co-chairs for approval and requested their response by 11 AM, Friday, May 7th.
- *NN* said he could send a press release to all the agencies (about 85) that contract with the AO. He said minority based agencies could be targeted.

TC pointed out that there needs to be an ongoing process of appointment to the Council. He said there is currently inadequate representation of CARE recipients. *LCG* said she recruits potential applicants through her work. *AM* suggested having applications available at focus groups.

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City and County of San Francisco

Department of Public Health



MEMORANDUM

DATE: May 6, 1999
 TO: Membership Committee
 FROM: Laura Thomas, AIDS Office
 RE: Demographic Analysis and Recommendations

There are currently 33 Council members and seven open seats. If the Council is going to nominate any additional members, it should be done immediately, so that new members can be appointed by the Mayor and oriented to the Council process as soon as possible. Priority setting has already begun, and Council members who have been appointed late in prioritization in the past have felt that they were unable to fully participate.

However, there are some important demographic gaps that need to be filled before September 1, 1999 to be in compliance with HRSA demographic requirements and Council by-laws. The Council does not need to fill all seven vacancies in order to be in compliance. The two most important issues are the racial/ethnic composition of the Council and the representation of people living with HIV/AIDS. The Council is currently out of compliance with its bylaws regarding PLWH. The bylaws mandate at least 50% representation, and it is currently at 45%. Three HIV+ members need to be appointed to meet the requirement. The first three appointments made must be HIV+, and at least half of all subsequent appointments. **The minimum number of appointments that must be made before September 1, 1999 is three, and all must be HIV+.**

In terms of the racial/ethnic representation, the Council is very close to compliance. HRSA uses the living AIDS cases as the standard. If only three new members are appointed, at least one should be African-American. Latinos are very slightly under-represented, and if more than three new members are appointed, at least one should be Latino. Under-representation of whites on the Council is not a problem, and can be easily accounted for in the grant application.

There are now seven vacancies on the Council. My recommendations for all seven, in order to meet both HRSA's expectations and Council bylaws, are as follows:

1. At a minimum, 1 African American and 1 Latino. I would recommend 2-3 whites, 2-3 African Americans, and 1-2 Latinos.
2. At least 5 people living with HIV/AIDS.
3. At least 2 HIV+ African Americans and at least 2 HIV+ whites.

There are other representation issues which are also important, but not needed to meet HRSA requirements:

1. Alternative/complementary treatment expertise
2. Transgender

3. An HIV+ Asian/Pacific Islander.
4. Filipino: there is no longer a Filipino on the Council, and traditionally the Council has maintained representation from the Filipino community, as it is the API ethnicity with the highest infection rate.

Here is the revised data on the seats needed for adequate representation by race, for all seven available seats. The standard for HRSA is "Living AIDS cases." As long as the Council meets the minimum number of people of color to match the living AIDS case standard, the Council can choose any other measure or combination of measures to follow. Both API and Native Americans are currently adequately represented.

Race/Ethnicity	Living AIDS cases	HIV prevalence	Underinsured living AIDS	Reggie, 10/98	AVERAGE
White	5	6	0	0	3
African American	1	1	4	5	3
Latino	1	0	3	2	1
TOTAL	7	7	7	7	7

Council

Demographics of Council members			5/6/99			
CURRENT TOTAL			33			
MAXIMUM			40			
SEATS AVAILABLE			7			
Demographic comparisons, with percent of current total, and percent of maximum						
Gender						
	total	% current	% max	minimum	needed	
Male	20	61%	50%			
Female	12	36%	30%	16	3	
Transgender	1	3%	3%			
	33	100%	83%			
Representation goal: balanced gender representation (at least 40% women, incl. MTF)						
Recommendation: appoint at least 2 women and one transgender						
Race/ethnicity						
	total	% current	% max	minimum	needed	
white	22	67%	55%			
black	5	15%	13%	6	1	
Latino	4	12%	10%	5	1	
API	1	3%	3%	1		
NatAm	1	3%	3%	1		
	33	100%	83%			
Representation goal: reflects HIV/AIDS prevalence (HRSA)						
Minimum applies only to people of color categories, and is based on living AIDS cases						
Recommendation: appoint 2-3 blacks, 0-1 Latino, and 2-3 whites						
HIV status						
	total	% current	% total	minimum	needed	
Openly HIV+	15	45%	38%	20	5	
Other	18	55%	45%			
	33	100%	83%			
Representation goal: at least 50% openly HIV+, and reflective of the HIV demographics						
Recommendation: appoint at least 4 HIV+ people						
HIV+ by race/ethnicity						
	total	% of HIV	% of max	minimum		
White	9	60%	23%			
Af Am	2	13%	5%	3	1	
Latino	3	20%	8%	3		
API	0	0%	0%	1	1	
Nat Am	1	7%	3%	1		
	15	100%	38%	8		
Recommendation: One HIV+ API, at least one AfAm and at least 2 white.						

Council

Consumers of CARE-funded services				
	total	% current	% total	
no conflict	9	26%	23%	<i>estimates only</i>
conflict	4	12%	10%	
	13	38%	33%	
Representation goal: At least 25% of Council members are consumers of CARE services at the time of their appointment who are free of conflict of interest				
Recommendation: survey Council members on their use of CARE services, and their conflict of interest				
Sexual orientation				
	total	% current	% total	poc
gay	15	45%	38%	6
lesbian	6	18%	15%	2
bi	1	3%	3%	1
straight	8	24%	20%	
dts/dk	3	9%	8%	
	33	100%		
lesbian/gay/bisexual:		22	67%	
L/g/b people of color:		7	32%	
Representation goal: a majority of the Council is gay/lesbian/bisexual and of that group, at least 50% are people of color				
Recommendation: all people of color appointed should be lesbian/gay/bisexual until 50% mark is met.				
Recent changes:				
Sam Kaplan appointed				
Laura Carcagno & Luis Delatorre appointed				
Brett VanBenschoten resigned				
Tom Sinclair died				
Marianna Balquidra resigned				
Loras Ojeda removed				

Comparison of the racial & ethnic demographics of the Council with the demographics of the epidemic						
Including variance of 3 demographic measures from the Council, an analysis of the						
percent of under-representation and the seat allocation needed to match the demographics						
Race/ethnicity						
	total	% current	% max			
white	22	67%	55%	current	33	
black	5	15%	13%	maximum	40	
Latino	4	12%	10%	open seats	7	
API	1	3%	3%			
NatAm	1	3%	3%			
	33	100%	83%			
Representation goal: reflects HIV/AIDS prevalence (HRSA)						
Compared to estimated HIV prevalence (EMA)						
	HIV	variance from Council max	% of under- representation	open seat allocation		
white	71%	-16%	89%	6		
black	14%	-2%	8%	1		
Latino	12%	-2%				
API	3%	-1%	3%	0		
NatAm	0%	3%				
Compared to AIDS prevalence (living AIDS cases-EMA)						
	1997, CDC	Variance	% underrep.	Seat allocation		
white	68%	-13%	65%	4.6		
black	16%	-4%	18%	1.2		
Latino	13%	-3%	15%	1.1		
API	3%	-1%	3%	0.2		
NatAm	0%	3%				
Compared to CARE Clients in Reggie: 10/98						
	Reggie	Variance	% underrep	seat alloc		
white	56%	-1%	5%	0		
black	25%	-13%	68%	5		
Latino	15%	-5%	27%	2		
API	2%	0%				
NatAm	2%	1%				
Compared to uninsured/underinsured people with AIDS (SF only):						
	uninsured	variance	% of under	seats		
white	54%	1%				
black	24%	-11%	58%	4		
Latino	18%	-8%	42%	3		
API & NA	4%	1%				

9/99

HIV Health Services Planning Council Membership Committee

May Report II

DOCUMENTS DEPT.

To: Members, HIV Health Services Planning Council
Meeting Date: May 19, 1999
Meeting Place: 25 Van Ness Ave., Room 330-A
Meeting Time: 2:30 to 4:30 PM

JUN 23 1999

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Members Present: Co-chairs Chris Boehm, Laura Guzmán,
Don Bliss, Tom Calvanese, Luis De La Torre, Norm Nickens.

Others Present: Michael Moors, minutes.

Next meeting: Tuesday, June 8, 1999, 25 Van Ness Ave., Room 330-B, 5-7 PM.

Public Comment
None.

Press Releases

The Committee discussed the ad placed by Bill Barnes for membership applications and agreed to get the names of the papers the ad was placed in. *NV* suggested creating a list of appropriate media contacts for press releases to be sent to. *LDLT* thought local TV should be contacted for possible public service announcements. *NV* said that Channel 14 has provided announcements for the Spanish speaking community in the past. He also said the Committee could contact Eileen Shields, Director of Media, Department of Public Health (DPH) to send out press releases.

Acknowledgment Letters

The Committee agreed to send applicants letters in the following circumstances:

- upon receipt of an application.
- upon recommendation or denial of a nominee by the Membership Committee.
- upon approval of a nominee by the Council.
- when an application is pending review by the Membership Committee.

Applications Review

The Committee reviewed ten applications and determined to strongly recommend Raymond Combs and Al Terazas whose names have previously been submitted to the mayor. The Committee also recommended forwarding the names of Alliena Baker, Hazel Betsy, Gregory Edwards, Gene London, Ken Pearce and Mike Shriver to the Council.

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HIV Health Services Planning Council Membership Committee

June Report

DOCUMENTS DEPT.

To: Members, HIV Health Services Planning Council
Meeting Date: June 8, 1999
Meeting Place: 25 Van Ness Ave., Room 330-A
Meeting Time: 5:00 to 7:00 PM

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Members Present: Co-chairs Laura Guzmán, Tom Calvanese

Others Present: Bill Barnes, Mayor's Office; Sister Mary Mae Himm, The Sisters of Perpetual Indulgence; Jim Mitulski, Metropolitan Community Church; Robert Samson, minutes.

Next Meeting: Tuesday, July 6, 1999, 25 Van Ness Ave., Room 330-A, 5-7:00 PM.

Public Comment

Sister Mary Mae Himm (SMMH) serves on the HIV Prevention Planning Council and Chair of the Strategic Evaluation Committee as well as Chair of the Ad-Hoc Committee for the last public forum. He has been in prevention for 15 years in SF, LA and Seattle. He is officially disabled with AIDS. *TC* asked for clarification on his application. *SMMH* saw a need to coordinate efforts of Prevention and Planning. *TC* agreed. He said the challenge to joint membership is availability. *SMMH* saw no conflict. *JM* is living with HIV. He has worked in the Castro for 14 years with MCC, which is functioning as a defacto community center. He is committed to a religious coalition with the affected communities. *TC* asked about his time commitments. The expectation is attendance at one committee meeting and one full council meeting each month. The bylaws require a minimum participation of five meetings per quarter, with flexibility for people with AIDS, so long as there is a commitment to do the work. *LG* asked if they were available to attend prioritization meetings. *TC* announced the process would continue until the end of August. Recommendations will be given to the AIDS Office to write the Supplemental Grant Application to HRSA for fiscal year beginning March 1, 2000. *LG* told *SMMH* and *JM* that if recommended they would be invited to attend the full council meeting June 28, 1999, City Hall, Room 201, 4:30 to 7:30 PM. *JM* inquired about the membership process. *LG* answered that there were 8 new members plus 5 incumbents. *TC* stated that the council was comprised of 40, with 33 active members. He recommended a pool of applicants be sent to the mayor's office from which he could make appointments. The applicants would be notified at each step in the process.

Letter to the Mayor [Attachment A]

LG asked *Bill Barnes* if there were any questions about the letter. *Bill* asked for the definition of "consumer." *TC* stated according to the bylaws 25% of members shall be consumers of services free of conflicts of interest, i.e. not currently employed or on the board of a CARE-funded agency. The intent is to have people at the table who are part of the target population at the time of appointment. He expressed the need to poll the current council about their affiliations. At present the council is out of compliance with its bylaws. He also expressed the need to weigh the relative position of an individual with a CARE-funded agency for conflict of interest. *Bill* stated there were currently 7-8 vacancies on the council. *LG* confirmed Virginia and Lee Ann had attendance issues. *Bill* stated Darrell, Chris and Virginia might leave. Suggested swapping Barbara for Lee Ann. *LG* said there were 5 new applicants. *Bill* plugged Greg Neumark. *TC* suggested not lumping all applications together, just doing the ones that needed consideration right away. *Bill* said the mayor would move as quickly as possible. All incumbents recommended for re-appointment. *TC* not able to contact Mark Dunlop. *Bill* said Telene would contact him. *TC* asked if Telene could call Michael Moors with contact information on Mark. *Bill* said he had copies of all the applications. Bill Bourdon will call to set up times, then Telene will speak to them, probably by phone. *TC* asked for clarification on the questioning. *Bill* responded that they would be broadbased questions about length of time in SF, experience in community, a standard interview to eliminate inappropriate candidates. *TC* asked Bill to impress on Telene the problems of

prioritization. *Bill* asked about an orientation for new members. *TC* agreed it was necessary. *Bill* will provide support. He suggested applicants be put on temporary mailing list so they could attend meetings. Asked if Laura's demographics were accurate. *TC* said to use the list: a total of 33 people, counting 1 more Caucasian. *LG* said the list didn't reflect prevalence data. *TC* said Laura's list based on 1997 data. *Bill* said the list reflected a significant degree of diversity and the data was adequate to make decisions. Asked if there were any other categories. *TC* gave *Bill* Matrix [Attachment B.] *Bill* said 17 of 33 people were HIV positive. *TC* said that this ratio needed to be maintained. *Bill* said the announcements would be made by Friday, before the mayor left for the Mayor's Conference in New Orleans. The mayor's new budget has \$490,000 of new money for mental health to be matched \$360,000 by Medi-Cal. He brought up the issue of money to Native Americans. *TC* said it was an issue for the council of how to insure adequate allotments to target populations. He recommended a pool of recommended candidates be created, even if there were no vacancies, so the mayor could fill them quickly as they arose. *Bill* asked about the serostatus of the 5 applicants. *LG* said 4 of the 5 were positive. *Bill* asked for an updated contact list for council members. *LG* said Michael Moors has the list.

Closed Session

Jim Mitulski and Sister Mary Mae were recommended.

Arasely Salazar, Gregory Neumark and Salvador Vera were deferred pending the mayor's recommendations.

Agenda for the next meeting

- Review of applications
- Polling membership on consumer representation
- New member orientation

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Membership Committee
HIV Health Services Planning Council
25 Van Ness Avenue, 5th Floor
San Francisco, CA 94102

June 7, 1999

Honorable Mayor Willie Brown Jr., Mayor
City and County of San Francisco
One Dr. Carlton B. Goodlet Place, Room 200
San Francisco, CA 94102

Dear Mayor Brown:

On Monday, May 24th, 1999, the HIV Health Services Planning Council voted to endorse the Membership Committee's recommendation regarding new members and incumbents. In accordance with our nomination process, I am now submitting the names of the nominees for your review and appointment.

Please keep in mind that in addition to the CARE Act requirements for mandated seats, the Council must reflect in its composition "the demographics of the epidemic in the eligible area, with particular consideration given to disproportionately affected and historically underserved groups and subpopulations." In addition, the Council bylaws require that the majority of the Council members be HIV+ and that 25% be consumers of CARE funded services.

In order to facilitate your review, we are attaching a list of current Council members which includes their category of representation, date of appointment, date of end of term, ethnicity, gender and HIV status.

The following individuals are **strongly recommended** for appointment:

- **Al Terrazas** is a 48-year-old gay Hispanic male living with HIV disease. The Council previously submitted a recommendation for this appointment on March 25, 1999. Mr. Terrazas possesses a strong history of volunteer activity, including Shanti Project and St. Paulus' Church. He also has a practical understanding of the needs of people living with HIV disease who require mental health and/or substance abuse programs and services. He is the Vice-President of Derek Silva Community Tenants Association.
- **Raymond Combs** is a 65 year-old HIV- positive, gay male from the Native American Tinglit tribe. The Council previously submitted a recommendation for this appointment on October 19, 1998. Raymond has been a client and volunteer at a number of AIDS services organizations, and is currently retired and so free of conflict of interest. He also served for two years on the Contra Costa County

Ryan White Planning Council and brings experience with the community planning process.

- **Gregory Edwards** is a 47 year-old, HIV+, African American, gay male with extensive professional experience in HIV/AIDS program evaluation, planning and management. Mr. Edwards has assisted in the development of a Consumer Grievance Procedure for AIDS Service Organizations and helped design and develop a client based needs assessment. Mr. Edwards has recently relocated to San Francisco and is currently a consumer of HIV/AIDS services.
- **Hazel Betsy** is a 39 year-old, HIV+, African American lesbian who is a Peer/Treatment Advocate at Lyon Martin Women's Health Services. Hazel brings to the Council her extensive experience as an advocate on behalf of women living with HIV. She has participated in the organization and development of programs and curricula designed by and for HIV+ women, including HIV University at WORLD; has been a board member and staff for Women's AIDS Network; and is currently participating as a community planner in the development of California Pacific Medical Center's wellness program for women.
- **Alliena Baker** is a 44 year-old, HIV+ Filipina who works at present as a Peer Advocate for Filipino Task Force on AIDS, providing practical and spiritual support to Filipinas living with HIV. Alliena is a former Board Member of the Filipino Task Force on AIDS and has participated at the Women of Color Conference in Memphis and the AIDS, Medicine and Miracles' Conference in Texas.

The following individuals are also recommended:

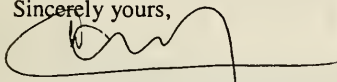
- **Mike Shriver** is a 35 year-old, HIV+ gay, white male who has been both a consumer and a provider of CARE-funded services. Mike was one of the original members of the Health Services Planning Council established in 1991 and served as a Health Commissioner and liaison to the Planning Council from 1994 through 1996. Mike was part of the team that helped reauthorize the CARE act and has been part of the effort to increase funding for the CARE act. He is presently co-director for Community Relations and Planning at The Policy Center, AIDS Research Institute at UCSF.
- **Ken Pearce** is a 48 year-old, HIV+, Irish, gay male who is a Board Member at AIDS Health Project, AIDS Emergency Fund and Face to Face in Sonoma County. Ken has a Masters in Health Administration and Planning and is the former CEO for several psychiatric facilities in Northern California.
- **Gene London** is the Director of the HIV Program at the American College of Traditional Chinese Medicine. Gene has been practicing Chinese medicine since 1987, specializing in the treatment of people living with HIV/AIDS. Gene brings

years of experience as an educator and provider of complimentary medicine for people with HIV/AIDS.

In addition, the Council has voted to recommend the appointment of **all five incumbents** whose terms are ending in the **month of June**: Kirsten Balano, Mark Dunlop, Gene Gowdey, Nilda Rodriguez, and Kelly Wallace. Kirsten, Mark and Gene are representatives of other federally funded HIV programs. Nilda is currently serving as Council Co-Chair. Kelly is the only representative for Marin County. Because these five individuals have made major contributions to the work of the Council, we strongly support their appointment for another term. Their experience and leadership is especially important as we proceed with the prioritization process of the fiscal year 2000-2001.

Thank you for your time and consideration related to these recommendations for appointments to the San Francisco HIV Health Services Planning Council. Please feel free to contact me at (415) 972-0808 should you have any questions regarding this recommendation or the enclosed attachments.

Sincerely yours,



Laura Carcagno Guzmán, JD
Chair, Membership Committee

Attachments.

cc: Bill Barnes
Steve Kawa

Sheet1

Representative	Current Category of Representation	Appointment	End of Term	Ethnicity	Gender	HIV Status
Kirsten Balano	Other Federal HIV Programs: AETC	Jun-97	Jun-99	W	F	NEG
Mark Dunlop	Other Federal HIV Programs: HOPWA	Jun-97	Jun-99	W	M	POS
Gene Gowdey	Other Federal HIV Programs - Dental	Jun-97	Jun-99	W	M	NEG
Nilda Rodriguez	Affected Communities	Jun-97	Jun-99	L	F	POS
Kelly Wallace	CBOs Serving Affected Populations/ASOs	Jun-97	Jun-99	W	M	NEG
Veronika Cauley	Affected Communities	Jul-97	Jul-99	B	F(1)	POS
Tony Leone	Affected Communities	Jul-97	Jul-99	W	M	POS
Lisa O'Connor	Other Federal HIV Programs - SPNS	Jul-97	Jul-99	W	F	POS
Matthew Sharp	Affected Communities	Jul-97	Jul-99	W	M	POS
Tom Calvanese	Affected Communities	Sep-95	Sep-99	W	M	POS
Dorothy Bartolomucci	Non-Elected Community Leader	Apr-98	Apr-00	W	F	POS
Donald Bliss	Mental Health Provider	Apr-98	Apr-00	W	M	POS
Allen Meyer	Title III	Apr-98	Apr-00	W	M	NEG
Loras Ojeda	CBOs Serving Affected Populations/ASOs	Apr-98	Apr-00	L	M	POS
Steve Oxendine	CBOs Serving Affected Populations/ASOs	Apr-98	Apr-00	B	M	POS
Lee Ann Monfredini	Health Care Planning Agency	May-98	May-00	W	M	NEG
Norman Nickens	Local Public Health Agency	Jun-94	Jun-00	B	M	NEG
Jeff Byers	State Title II Agency	Jul-96	Jul-00	W	M	NEG
Virginia Cafaro	Health Care Provider	Sep-96	Sep-00	W	F	NEG
Bartholomew T. Casimir	Social Service Provider	Sep-96	Sep-00	B	M	POS
Diane Jones	Health Care Provider	Sep-96	Sep-00	W	F	NEG
Alissa Riker	Substance Abuse Provider	Sep-96	Sep-00	W	F	NEG
Chris Boehm	Title IV	Sep-98	Sep-00	W	M	POS
Julie Charubasapayan	UCSF Women's and Children's program	Sep-98	Sep-00	A	F	NEG
Siddiq Jihad	Substance Abuse Provider	Sep-98	Sep-00	B	M	NEG
Jorge Ortiz	Affected Communities	Sep-98	Sep-00	L	M	POS
Eric Whitney	Affected Communities	Sep-98	Sep-00	W	M	POS
Darrell Joe	Affected Communities	Oct-98	Oct-00	N	M	POS
Mary Jane Wood	Mental Health Provider	Nov-90	Nov-00	W	F	NEG
John Conley	Local Public Health Agency	Mar-99	Mar-01	W	M	NEG
Samuel Kaplan	State Medical Representative	Mar-99	Mar-01	W	M	NEG
Laura Carcagno Guzman	Other Federal Programs - SPNS	Mar-99	Mar-01	L	F	NEG
Luis De La Torre	Affected Communities	Mar-99	Mar-01	L	M	POS

Note: W=White/European American, B=Black/African American, L=Latino/a, A=Asian/Pacific Islander, N=Native American

(1)=Transgender

HIV Health Services Planning Council
Membership Committee

July Report II

DOCUMENTS DEPT.

To: Members, HIV Health Services Planning Council
Meeting Date: July 21, 1999
Meeting Place: 25 Van Ness Ave., Room 330-A
Meeting Time: 5:00 PM to 7:00 PM

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Members Present: Tom Calvanese, Laura Guzman, and Tony Leone

Others Present: Bill Barnes, Mayor's Office; Robert Samson, minutes; Laura Thomas, AIDS Office (AO).

Next Meetings: Thursday, August 5, 1999, 25 Van Ness Ave., Room 330-A, 5:30-7:30.
Monday, August 30, 1999, 25 Van Ness Ave., Room 330-A, 5:30-7:30.

Membership Applications

LG clarified the agenda.

- No recommendations until pending appointments acted on.
- Discussion of submitted names.
- Invitation of applicants to meet current members.
- Orientation
- Incumbents/Pending/New Members

Laura Thomas provided an update on the guidance for new membership. HRSA is using new AIDS cases reported to the CDC in the last two years (Jan. '97-Dec. '98). Next year they will use HIV prevalence. They strongly recommend appointing a STD Program Director to the Planning Council. As they wanted council membership by Sept. 1, she recommended coming up with a plan to identify and appoint someone. Bill Barnes stated that he had spoken to the mayor, who then asked if Steve Kawa was working on it. He tried to accelerate the process without any success. TC reported on a letter written by the co-chairs, which was forwarded to the mayor. It stated that appointments needed to be made by Monday's council meeting, or that he should wait until after Prioritization, and that the council was not going to sign a letter saying they were in compliance with the CARE Act. The letter was going out the following day. Bill stated that Mitch Katz called per Barbara's request, and that it didn't accelerate the process.

Incumbents

LG called everyone except Lee Ann Monfredini. The following council members requested that their names be submitted for a second term: Jeff Byers, Donald Bliss, Tony Leone, Allen Meyer, Norman Nickens, Lisa O'Connor, Steve Oxendine, and Matthew Sharp. Dorothy Bartolomucci declined. Veronika Cauley was not sure and there was no response from Loras Ojeda. Those eight, plus five members in June have submitted their names, plus ten new nominations, totaling 23 people waiting appointment. She asked whether to present the list to the council. TC remarked that there was still no ratified agreement for the process, even though they were currently using it. He recommended clarifying the status of Loras, Lee Ann and Veronika before taking the list to the council for a vote on Monday, July 26. LG brought up the issue of consumer representation forms. Laura Thomas agreed to hand them out at the meeting on Monday. She wanted to add a consumer question, and would keep track of the replies. TC recommended adapting this form: "Seeking Application to Another Term." Bill Barnes questioned the people who applied after the cutoff as well as other attendance issues. LG replied that no one of those people would be

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considered until appointments were made, but that everyone was encouraged to come to the council meeting. *TC* encouraged *Bill* to refer to the membership chair when calling about council business. *LG* said *Michael Moors* was seeing to other attendance issues. *TC* remarked that he was not comfortable supporting people on the council whom didn't meet the attendance requirements. *Laura* recommended having the attendance information available for the council. *TC* said *Lee Ann* and *Dorothy* were out of compliance, and *Dorothy* was stepping down. *LG* said she would call *Michael* for the attendance data. *Bill* brought up the issue of losing Health Commission representation. *TC* said they had tried to have someone from the commission on the council, and they didn't come. *Laura* suggested using the criterion of good standing toward all members. *LG* saw no problem in presenting it that way. *Laura* said that *Chris Boehm*, the Title IV person, and *Darrell Joe*, the Native-American, needed to be replaced by Sept. 1. *LG* said there was no Title IV person, but there was a Native-American waiting appointment. *TC* asked how HRSA interpreted Title IV. *Laura* responded that they had to have standing in the agency. *Bill* told *LG* he would send a letter to Gary Page. *TC* asked *Laura* if she would support them in putting together the packets. *Laura* agreed to help. *LG* said she would invite *Robert Whitford* to attend the next meeting.

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HIV Health Services Planning Council Membership Committee

August Report

To: Members, HIV Health Services Planning Council
Meeting Date: August 5, 1999
Meeting Place: 25 Van Ness Ave., Room 330-A
Meeting Time: 5:30 to 7:30 PM
Members Present: Laura Guzman
Others Present: Robert Samson, minutes; Laura Thomas, AIDS Office (AO).
Next Meeting: Monday, August 30, 1999, 25 Van Ness Ave., Room 330-A, 5:30-7:30.

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Pending Applications

LG announced the following pending applications:

Leon Best-Reynolds
Carmen Madrid
Greg Newmark
Aracely Salazar
Irma Torres
Salvador Vera
 Native-American from Continuum

She emphasized the need to pitch the council in continuing to look for new people, particularly people of color and women. *Laura Thomas* asked about *Darrel Joe* and *Chris Boehm*. LG reported that *Chris* resigned but that *Darrel* had not officially resigned. She requested that *Laura Thomas* indicate that the Title IV person had resigned because he moved out of the EMA, and that they were looking for a new representative. *Laura Thomas* suggested calling *Gary Page* at Health Initiative For Youth (HIFY) or *Ron Reynolds* at Larkin. She said it was not a huge problem, and that she would say the Title IV Grantee was identifying a new representative. She went on to say that youth and transgender were under-represented, as well as individuals recently released from incarceration or those working with them. Regarding women, she said there was no point in sticking to the demographics of the epidemic. The council aimed for 50/50 representation, but that now there were 30% women on the council. She also stated that the consumer issue was still open. LG said that after the representation information forms were returned they would address the issue of new members with the council. She also mentioned IV drug users. *Laura Thomas* replied that they mostly had former users and the people who worked with them and that they did not have to bring on new people until September when some people were slated to leave. Counting *Darrell Joe* and *Loras Ojeda*, without *Chris Boehm*, *Dorothy Bartolomucci* and *Virginia Cafaro* there were forty people, a full council.

Pending Re-Appointment

LG announced the following to be submitted for re-appointment:

Jeff Byers
Donald Bliss
Veronica Cauley
Tony Leone
Allen Meyer

Lee Ann Monfredini
Norm Nickens
Lisa O'Connor
Loras Ojeda
Steve Oxendine
Matt Sharp

There was a question about *Lee Ann* who was currently on but not in good standing. *LG* asked about sending a letter to those pending stating that the council was at capacity, but as seats became available they would be contacted. She also recommended not submitting *Lee Ann's* name. *Laura Thomas* agreed, saying that if the council wanted her back they could order it.

LG announced the following people were up for re-appointment in September:

Tom Calvanese
Bart Casimir
Julie Charubusapayon
Siddiq Jihad
Diane Jones
Jorge Ortiz
Alissa Riker
Susan Shea
Eric Whitney

She said she would prepare a letter for the mayor, and ask *Michael Moors* to send a letter to the new applicants.

Orientation

There was a discussion about pairing new members with current members to bring them up to speed.

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HIV Health Services Planning Council
Membership Committee

100 February Report

Meeting Date: February 1, 2000

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Meeting Place: 25 Van Ness Ave., Room 330-A

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Meeting Time: 5:30 to 7:00 PM

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Members Present: Laura C. Guzman (Chair), Ken Pearce, and Eric Whitney

Others Present: Steven Feeback, minutes; Brad Hume; and Laura Thomas, SFDPH.

Introductions

Consideration of New Members/Applications

One new applicant was present: Brad Hume. The Council received his application soon after a list of nominees was approved by vote of the membership and sent to the Mayor's Office. He was asked to present some background information. First, he is HIV-positive, and has lived in San Francisco for a little more than six years. He is the Board president of the Housing Rights Committee of SF, which provides housing advocacy and counseling for tenants. He said that housing, to him, is the number 1 problem that San Francisco faces. He considers housing to be a fundamental need (rather than just a right). Currently, he receives a subsidy from the HOPWA program. But, there is quite a story that accompanies his success in getting a subsidy. Because the rent on his apartment was \$8 over the cap, he had to engage in a complicated struggle with both the Housing Authority and his landlord. Now, people can pay over the cap, and he has been able to make the subsidy work. He has since become a member of the HOPWA Advisory Committee. Overall, he has been doing community work for some 20 years. The things he has heard about the Planning Council have been uniformly favorable: a hard-working, active group. He talked in greater depth about the experience of taking on the corruption that gripped the Ambassador Hotel, as well as tenant organizing in general, at the SROs and other buildings.

LG and EW invited him to start attending meetings of the full Council and the committees. Brad expressed some concern about new members being overwhelmed by excessive amounts of paper. Brad also asked if there are any participation standards, other than attendance. At this point, the Council is in the process of enforcing its attendance requirements, and this is the sole determinant of active participation. Generally speaking, if a member has lost interest, their attendance drops off. In that way, a member's low participation will come to the attention of the Membership Committee. So, there has not been a need to put in place further requirements for active or effective participation.

Review of Member Attendance

A comprehensive review of the third and fourth quarters of 1999 revealed that five Council members have less than the required rate of attendance at Council and/or Committee meetings. In addition, some of the members who took their seats during the third quarter may need some support to get more involved. A letter will be sent to the five people who fall into the category of longer-term members not meeting the attendance requirements. The Membership Committee reviewed a draft of this letter and approved it.

Membership Committee

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Meeting Date: April 6, 2000
Meeting Place: 25 Van Ness Ave., Room 330-A
Meeting Time: 5:30 to 7:00 PM
Members Present: Laura C. Guzman (Chair), Ken Pearce and Eric Whitney
Others Present: Bill Barnes, Mayor's Office; Danielle DuCaine, Mayor's Office; Steven Feedback, minutes; Janis Takamoto, SFGH Ward 86; and Laura Thomas, SFDPH.
Next Meeting: Thursday, May 4, 2000, 25 Van Ness, Room ____, 5:30-7:00 PM

Introductions

Consideration of New Members/Applications

One new applicant was present: Janis Takamoto. She was asked to present some background information about herself. She began by saying that she is a social worker and she works at SF General Hospital, Ward 86. She has been with the Positive Health Program for approximately three-and-a-half years. She has heard a fair amount the work of the Planning Council through her co-workers, Susan Shea, Hazel Betsey and Carmen Madriz. After seven years of frontline AIDS work in Los Angeles and San Francisco, she would like to participate in the Council because it would provide a challenging opportunity to be involved at another level. She has a great deal of experience with diverse client populations, specifically uninsured or under-insured people. Her work experience has also given her a background in issues of homelessness, mental health problems and substance use. She is aware of many particular needs within the Asian/Pacific Islander community, so she has a strong desire to represent that community as a member of the Council. She is very familiar with a range of issues for diverse racial, ethnic and cultural communities.

Ken Pearce asked a question about working at UCSF and whether the mental health services had formerly been associated with the AIDS Health Project. A couple of years ago the Positive Health Program got going and took over some services that had been provided by the AIDS Health Project.

Laura Guzman asked Janis if she was well aware of the time commitments involved in being a member of the Planning Council. Laura reiterated the attendance requirements. Janis said she had thought about it a lot and has consulted with other Council members about the necessary commitments of time and energy. She feels prepared to be the type of member who is well prepared and participates fully. She understands how important it is to take this role seriously. Her clinic hours are flexible and she would be able to schedule her work hours in order to fit well with the hours devoted to Council business. The volunteer experience she cited was with PAWS for the past three years.

Janis asked if she would be assigned to a sub-committee or how that selection would take place. *Eric Whitney* said that it's entirely up to the individual member to make his or her selection of a committee. The only thing asked would be consistency. *LCG* explained the various work groups that have been set up to augment the work of committees. *KP* added some background about the orientation process and how important it is to understand the work of various committees. Janis asked how many current members are from the A/PI community. At the past Council meeting (which Janis attended), there had been no noticeable participation. This was accurate, as the one Council member from the A/PI

Membership Committee

community hadn't attended the recent general meeting and had since submitted her resignation. This is recognized as one of the current deficiencies in the membership roster.

Review of Membership

Last month two resignations had been received for personal and health reasons: Nilda Rodríguez and Luis De La Torre. Now, in addition, Alliena Baker and Al Terrazas have submitted letters of resignation. All of these are people with AIDS. One other member had been granted a two-month Leave of Absence, but returned early by attending the March Council Meeting.

Another related health note is that Council member Ray Combs has been sick and hospitalized recently. Bill Barnes requested that the next round of nominations be submitted rather soon, as it can be a problem for new members to come into the process during a period in which prioritization is taking place, thereby making it more difficult to get quickly up to speed. He would try to expedite the appointment process at his end with the Mayor. LCG said she thought that a number of new nominations would be forwarded to the Mayor after the next full Council meeting.

Council Vacancies and Future Appointments

Some dialogue took place about the feasibility of making appointments during the prioritization process and the desire to give prospective members the opportunity to attend Council and committee meetings before their appointments, thereby gaining a fuller understanding of the responsibilities of membership.

HIV Health Services Planning Council Membership Committee

Meeting Date: May 4, 2000

Meeting Place: 25 Van Ness Ave., Room 330-A

Meeting Time: 5:30 to 7:00 PM

Members Present: Laura C. Guzman (Chair), Ken Pearce and Eric Whitney

Others Present: Steven Feedback, minutes; Cecilia Chung, Tom Waddell Windsor Hotel Project; and Laura Thomas, SFDPH.

Next Meeting: Thursday, June 1, 2000, 25 Van Ness, Room 330A, 5:00-7:00 PM

Report

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Introductions

Consideration of New Members/Applications

One new applicant was present: Cecilia Chung, who was asked to present some background information about herself. She wants to translate her life experience—as a transgender woman and a person of color—into work on the Council. She realizes that she can speak up for those two under-represented communities. She is a survivor. She wants to share her experience and give her input on many aspects of care. The Windsor Hotel Project is part of the homeless programs of Tom Waddell Clinic—a first of its kind because it's a master leased building. It's a subsidy program with three distinct components for clients with a history of chronic homelessness, many of them dually or triply diagnosed. There is limited staff, so she finds herself doing everything, unable to stay within the normal definition of a case manager's job. It's a 94-unit building. Previously, she had worked at other residential facilities that had some CARE funding.

Laura Guzman asked Cecilia about the time commitments of working on the HIV Health Services Planning Council. First, the meeting times and attendance requirements were explained. Cecilia replied that she has flexibility in her schedule and can attend the regular General Meetings that take place on Mondays. She is also a member of the Pride Committee's Board of Directors (its meeting is the first Tuesday of the month), for which she chairs the Development Committee and the Bidding Committee. *LG* asked if she could devote time to all this. Cecilia said she is busy, but she wants to contribute as much as she can at this time. *LG* invited Cecilia to attend a full council meeting and begin orienting herself.

Transgender health service needs were discussed. Cecilia was preparing to make a big presentation the following day at the Transgender Care Conference.

Review of Membership Needs

Currently, the Council has only 29% women, even with the one transgender representative included. More women and more HIV-positive women, especially white and Latina, are needed. At least 50% of the membership must be openly HIV+. The total is now slightly under that goal. Also under-represented at the moment are substance abuse services and mental health services.

HIV Health Services Planning Council Membership Committee

Council Vacancies and Future Appointments

Ken Pearce talked with Luther B. about the Council, and after much thought and conversation, he decided to withdraw his application. *LG* will be following up with phone calls to other interested candidates. She recommended sending Cecilia Chung's nomination to the full Council at the next meeting.

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HIV Health Services Planning Council
Membership Committee

Meeting Date: June 8, 2000
Meeting Place: 25 Van Ness Ave., Room 330-A
Meeting Time: 5:30 to 7:00 PM
Members Present: Laura C. Guzman (Chair) and Eric Whitney
Others Present: Steven Feeback, minutes; and Laura Thomas, SFDPH.
Next Meeting: Thursday, July 6, 2000, 25 Van Ness, Room 330, 5:30-7:00 PM

Introductions

Review of Member Attendance Levels

Eric Whitney updated the attendance records. Some members are falling short of the requirements and will be receiving letters. But, others were high achievers in their attendance at meetings during the first quarter. Those receiving thanks and gratitude for top attendance were Gene Gowdey, Stephan Oxendine, and Jim Mitulski, in addition to co-chairs Eric and Susan Shea. A reminder that these attendance records are calculated on the basis of quarterly periods—the second quarter is now closing at the end of June. The Membership Sub-Committee is also encouraging everyone on the Council to make their committee selection in order to fulfill the attendance requirements. Laura Guzman said she will prepare letters to some of the members.

Discussion also centered on committee assignments. At a previous council meeting, members were asked to rank order their choices for council committee assignment. Most members returned their choices, and all persons were given their first choice for assignment. It was noted that several members reported interest in certain committees, but have never actually attended the meetings. It was decided that these members would be contacted individually and asked to commit to a committee.

Other Business

Laura Thomas has sent in some of the required paperwork, but a few members have not filled out their forms for the State of California Fair Political Practices. EW mentioned the Council's long-range planning process recently underway.

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Membership Committee**November Report**

Meeting Date: November 2, 2000
Meeting Place: 25 Van Ness Ave., Room 330-A
Meeting Time: 5:30 to 7:00 PM
Members Present: Laura C. Guzman, Ken Pearce, and Janis Takamoto
Others Present: Steven Feedback, minutes; and Laura Thomas, SFDPH.
Next Meeting: Thursday, December 14, 2000, 25 Van Ness, Room 330A, 5:30-7:00 PM

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SAN FRANCISCO
PUBLIC LIBRARYIntroductionsReview of Changes to Ryan White CARE Act

Laura Thomas shared some preliminary information about legislative mandates in the reauthorized Act just passed by Congress and signed by the President. She will prepare a more complete report and present it to the full Council. Some items will require that the Council examine its Bylaws and decide if and how to make changes. The Membership Comm. began outlining some of the concrete issues. Bylaws changes take some time to notice (30 days or more of advance notice) and vote on.

Chair of this committee

Janis Takamoto asked Ken Pearce if he would take over as Chair of the Membership Committee. He was approved by acclamation.

Analysis of Current Membership and Areas of Representation

Laura Thomas passed out a memo she prepared. According to her analysis, the Council is in compliance with its bylaws in most areas. The one significant discrepancy is the percentage of the Council's seats occupied by people who are openly HIV-positive. In this area there is under-representation because the bylaws say that at least 50% of the members should be HIV+. Currently, 16 of 34, or 47% of the members are in that group. She concluded that the top priority for recruitment should be HIV+ members in order to bring representation up to the 50% threshold. On another representation front, she said that the Council is very close to the overall racial/ethnic demographics of the epidemic in this EMA. However, Latinos and African Americans are under-represented, and she said Latinos in particular should be targeted for recruitment and appointment. Next, she mentioned gender representation, with current membership being 28% women, including transgender women. By tradition, the figure is usually closer to 40% or even more. Also substance abuse services and mental health services are required areas of representation that are not adequately covered at this point. There are some new requirements: HIV prevention providers, homeless service providers and HIV+ former prisoners or their advocates. All of these are currently included. The other key new requirement is that one-third of the Council members must be consumers with no conflict of interest. All three members (Ken, Laura, and Janis) will take an active role in recruitment efforts with these objectives in mind. Several potential candidates will be invited to attend the next meeting of the Membership Committee, including one who has attended Council meetings for the past few months.

Attendance and Compliance Issues

Only one Council member has been violating the minimum mandatory requirements. Laura Guzman volunteered to deal with that non-compliant member personally. She will get a resignation. The same member is also out of compliance with the Fair Political Practices Commission.

Orientation and Training

We will try to find a videotaped version of our basic Council orientation. Laura Thomas will mail copies of the HRSA manual, the Title I Application, the 5-year Plan, the Bylaws, and the most recent Epi Report to new members. The last orientation was about eight months ago and was judged to have had a very good format. A guidance document on Priority setting and decision making is being drafted by the I&E Committee. This would be the foundation of a suitable refresher-training for many members. Membership Committee wants to continue being active in planning for orientation of new members and periodic training for all members. Janis will contact other new members to coordinate schedules for an upcoming orientation session.

Issue of Stipends/Reimbursements for Council Members

KP asked for some further clarification of policy and procedure, in order to convey it accurately to prospective nominees. Reimbursement requests are readily honored by the Contractor in the cases of lost wages, transportation expenses and/or childcare. Among current Council members there are some who favor the use of stipends because they believe incentives are helpful in gaining full participation from consumers and they believe there are people who very much need the small amount of monthly stipend support. But, the directive from HRSA and DPH HIV Health Services have decided that stipends such as those paid for a short while by San Francisco and other EMAs were in violation of the legislation. They have to be paid as reimbursements for actual expenses. Ken Pearce and Laura Guzman asked that any members please speak to them personally if they are in need of providing backup for their expense category. The objective is to make it easier to come to meetings, especially the ones at City Hall. They will ask Michelle Long Dixon to consult with the HRSA program manager. The other issue is that currently Council policy is in violation of HRSA rules. DPH would be more comfortable if the policy got changed.

2.50 // **Membership Committee****December Report**

4/00 // **Meeting Date:** December 14, 2000
Meeting Place: 25 Van Ness Ave., Room 330-A
Meeting Time: 5:30 to 7:00 PM
Members Present: Laura Carcagno Guzman, Ken Pearce, Greg Neumark, Janis Takamoto, and Bob Teague
Others Present: Steven Feeback, minutes; Donald Frasier, nominee; Kenny Landes, nominee; and Karen Wupio, nominee.
Next Meeting: Thursday, January 18, 2000, 25 Van Ness, Room 330A, 5:30-7:00 PM
Meetings will generally be held on the 3rd Thursday of each month.

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IntroductionsSAN FRANCISCO
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Ken Pearce asked *Karen Wupio* to go first and present some background information. She has worked for the past five years with the Marin County AIDS Program. She spent several of those years in a primary care clinic, then moved up the line to her current position as Chief of AIDS Surveillance for the County. She wants Marin to have a voice on the Council and its representative *Kelly Wallace* has not been able to attend at the required level of late. She realizes how much impact the Council has on the services received by clients in the County. There needs to be at least one person working to take the information back to the Marin AIDS Commission, the sub-contractors there, and out into the community. The County's AIDS Commission has 15-17 members and has been active since the early 80s. It is more of an advisory body to the County, rather than a priority setting body. They have just revised their Bylaws and set a mandate of having 51% of membership from those who are consumers of services. They are now actively working toward that goal, but she feels it has historically been harder for them to motivate and recruit PWAs who want to make their voices heard.

KP asked *Kenny Landes* to go next. He is applying as an unaffiliated consumer. He was invited to start attending the Council as part of the PWA Caucus by suggestion of *Cecilia Chung* who he has known for about five years. He feels he has had the virus for a relatively short time, two years. Since then he has had contact with several service providers: treatment for addiction, primary health care, mental health, dental care, and advocacy services among others. He is going back to school on his road to going back to work. He feels he has a valuable point of view to contribute to the Council and wants to work with the PWA Caucus. He has started working with the Caucus on a project to compile a comprehensive list of services that are available regardless of funding source. He views his involvement in the Council as a way of giving back in return for some of the services he has received. He has lived in San Francisco for eight years. *LCG* asked about his ability to participate and speak up in the context of a rather large group of people. *Kenny* cited his work as a Group Service Representative on a Council that serves people in recovery. Its agenda is mainly business, but in the context of that large group he has no trouble speaking out. Time commitments were discussed.

KP asked *Donald Frasier* to go next. He began by saying that as an African American gay man living with HIV he feels strongly that voice should be heard. One of his interests is to represent that voice in community service and his job as well as through the Council if he should be appointed. Through his work with *Walden House*, he first attended some Council meetings with a member at that time, *Lisa O'Connor*. His understanding is that the work of the Council is very important for allocating funds and

ensuring the delivery of services. He started as a counselor at Walden House, then worked in Resource Development, and now is a Contracts and Compliance Manager. His community and social service work has been of benefit to people in Tucson, Phoenix and San Diego before coming to San Francisco about 15 months ago. His background includes some direct services at the Tucson AIDS Project as well as assisting with the development of targeted programs for people of color. He was asked about his ability to maintain the required levels of participation in Council and committee work. He was also asked if he has the capacity to be a strong and outspoken advocate. He feels that he has a clear voice and that he does well in stating his positions even in large groups. He has attended several meetings of the full Council.

Analysis of Current Membership and Areas of Representation

KP said that the Council had seven openings, with further resignations over the next few months most likely leading to additional open seats. He reminded everyone about the report from last month made by Laura Thomas that the percentage of the Council's seats occupied by people who are openly HIV-positive is below the desired level of 50%. The top priority for recruitment is consumers of services. All three of the nominees attending this meeting were considered fine candidates. There is certainly a mandated seat for Marin County, but some question about who will be that representative. This will get worked out during the next few months. There are two nominees who are HIV+, but only one of them nonaffiliated. We need to talk with Laura Thomas about doing a new survey of membership about their work and board affiliations in order to have a clear idea of the current status in order to clarify who is unaffiliated. It is estimated that about nine or ten out of the current membership are unaffiliated, but we need to get definite numbers. We also need members who have experience in substance use/abuse services. Even though all three nominees would be recommended for approval at the full Council and submission to the Mayor, it was decided to wait until the January meeting to send a larger number to the Mayor at one time. All three were approved by unanimous vote of the Membership Committee and will be put before the Council at its meeting January 22. Members will continue to be on the lookout for prospective new members. Ken Pearce, Laura Guzman and Janis Takamoto have prospects. New applications were briefly reviewed and names were put forward. Not all of them have submitted their application forms as yet.

Orientation and Training

Bob Teague acknowledged that the proposal put forward at the 11/27/00 Council meeting is a framework for what is needed in terms of training and that the Meeting's Minutes serve the purpose of actually requesting that the AETC conduct orientation and training for the Council. He passed around a copy of HRSA's orientation and resource guide for Ryan White Councils across the country. He would like to do trainings for the Council on an on-going basis. He will now write a letter to the Co-chairs of the Council in order to formalize this arrangement. It is part of the Technical Assistance that the AETC is funded to do. The Membership Committee wants to continue being active in planning for orientation of new members and periodic training for all members. The AETC will prepare outlines for a series of trainings, such as a session focused on group process, bylaws and procedures. The first one got scheduled after the meeting—for Saturday January 20, 2001 at 9:00 AM in room 330, 25 Van Ness Ave.

Bylaws Changes due to Language in Reauthorized CARE Act

LCG reported that Laura Thomas has drawn up some suggestions for the sections of Council Bylaws that may need revision. This will get discussed at the next meeting of the Membership Committee and it is planned that the results will be properly noticed to the public at the Council Meeting on January 22 for a vote at the subsequent meeting.

Attendance and Compliance Issues

Several Council members have been violating the minimum mandatory requirements for the past quarter and in some cases the past few quarters. They will get phone calls from someone on the Membership Committee.

Membership Committee

January Report

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Meeting Date: January 18, 2001

Meeting Place: 25 Van Ness Ave., Room 330-A

Meeting Time: 5:30 to 7:00 PM

Members Present: Laura Carcagno Guzman, Ken Pearce, Janis Takamoto, and Bob Teague

Others Present: Steven Feeback, minutes; Toni Butler, nominee; and Derrick Mapp, nominee.

Next Meeting: Thursday, February 22, 2000, 25 Van Ness, Room 330A, 5:30-7:00 PM
Meetings will generally be held on the 3rd Thursday of each month.

FEB 22 2001

SAN FRANCISCO
PUBLIC LIBRARYIntroductionsDiscussion with Nominees

Ken Pearce asked Toni Butler to go first and present some information about background and areas of interest. Jeff Klausner sparked her curiosity about the Council and then she was put in touch with Janis Takamoto, who explained some of the membership dynamics. She is the Coordinator for the CARE-funded program at City Clinic. That is part of her job as Manager of the Clinic. The past year has been pretty much full time learning about as well as managing care for the HIV+ clientele at the Clinic. She would welcome the additional background to be gained by working with the Council. She has a long history of working in healthcare settings, including most of the hospitals in San Francisco. *Laura Carcagno Guzman* explained the time commitment required of Council members, and how this increases during the period we call Prioritization. Toni referred to some of the other councils and work groups to which she dedicates a portion of her time. She has been appointed to work on obtaining greater collaboration between Managed Care Organizations and Public Health. This is a large project and is just getting underway. There is potential for the Council's work and this project coinciding but there is also the potential for some time conflicts. *LCG* asked about Toni's work in communities of color. She replied that another project she has been asked to work on is related to health issues in the Bayview-Potrero Hill area of the City. She said some STD rates at City Clinic had been consistently higher for those residents. She has seen basically no change during her six years at the clinic. She wants to address this problem with home parties based on sexual health awareness for women of color.

KP asked Derrick Mapp to go next. He has a great deal of knowledge about the Council from his time working as an administrative support person. He currently works as an Assistant Case Manager for the African AIDS Network, which does not receive funds from any local source. He also helps facilitate a peer-to-peer support group at the Shanti Project and a music group at AIDS Health Project. Both are volunteer positions. These are the only services he utilizes which have some relation to the CARE Council, other than the ADAP program. In the past he was a recipient of a greater number of services than at the present. His current job brings him into contact with some 100 clients receiving long distance case management services, including access to medical treatments that are derived from surplus medications. African AIDS Network is affiliated with six medical associations working at the grassroots level in six African nations. He has the support of his employer to take part in the work of the Council. *LCG* asked Derrick about his past experience with services and how that experience has shaped the way he understands his present participation in shaping the system of care and prioritizing service categories. He responded that he has concerns, growing from the period after moving from New York to San Francisco, about requirements that some service providers are utilizing to screen out clients who are not "sick enough," and/or do not have an AIDS-defining diagnosis. He faced many challenges in his efforts to overcome homelessness and get some economic stability.

Responding to Racial & Ethnic and Disparities in HIV Care (Part 1) A Report Presented by Mike Shriver.

Dr. Stephen Morin, the principle investigator of this study was not able to present the findings because of scheduling problems. Mike Shriver said that this was a study HRSA commissioned to look at the extent and the degree to which there was disparity in access to ADAP and the Pharmaceutical Benefits for people living with HIV disease. Beyond that, what were some of the reasons for the inaccessibility?

Conclusions of the Study:

- 1) African Americans are more likely to be covered by Medicaid and Latinos by ADAP than Non-Latino Whites.
- 2) ADAP beneficiaries are more likely to be receiving optimum therapy than Medicaid beneficiaries.
- 3) Racial/ethnic differences in being on optimum therapy are not great within programs – African Americans lower in some state.
- 4) Policies are important – structural issues (eligibility criteria, number of drugs covered, delivery systems) can reduce disparities.
- 5) Important social barriers exist within racial/ethnic groups. Strategies for overcoming these barriers have been identified.
- 6) Eliminating racial/ethnic disparities in access to HIV pharmaceuticals is achievable.

Membership Committee:

The next membership committee meeting, which is scheduled for February 15, has been rescheduled for February 22. Items to cover:

- Timeline for getting new members.
- Evaluation of current members terms
- Plan to recruit new members: non-affiliated HIV+ consumers or service

The Committee presented bios for four new applicants to be considered. Those that were present were asked to stand and give a brief introduction. Two were present. It is not necessary for the applicants to be present at time of vote. *Steve Oxendine*, said that a motion was not needed since this was a committee recommendation. During the discussion, a question was brought up regarding the residency of members. It was clarified that members must either live or work in the EMA. This would include Marin and San Mateo Counties. Current Status of Membership: There are 32 seats filled. With the new members elected that makes 36 seats filled. *Kelly Wallace* offered his resignation, however, and that made it 35 members. Role call vote was taken. (*see Roll Call, Column 2*) All four members were voted unanimously as new members to be recommended for Mayoral appointment.

Bylaws Revision Ad Hoc Committee:

Laura Guzman explained that this round of Bylaw Revisions is because the HRSA rules have changed and the bylaws do need to reflect these changes. A draft will be presented at the next full council meeting and that these changes can be voted on at the March meeting. Some of the issues also include Conflict of Interest. *Steve Oxendine* said that the City Attorney's Office help with the language. They will also help define what is reasonable for Consumer Financial Reimbursement Policy.

PWA Caucus:

Gary Harrell stated that there would be a Forum for the HIV+ in the Tenderloin. The meeting will be at 5:00. This is one of the first one in quite a while. Gary asked that those interested in attending please plan to be there around 5:00-5:15 PM. Catholic Charities will provide some of the vouchers for the PWAs who attend.

I&E Committee:

Jim Miltulski reported that the I&E Committee met and discussed the grievance in detail and agreed unanimously to table the issue of Hold Harmless and all parties were satisfied. It was determined that they did not want to continue holding these discussions regarding Hold Harmless so close to the Prioritization Process.

Housing:

Hazel Betsey reported that Alissa Riker has decided to step down as the Co Chair. Hazel thanked her for her time and dedication. New Co Chair Brad Hume reported the agenda for next month:

2. Reports on HOPWA Fund Projects. HUD will be supplying Additional HOPWA Dollars.

3. Goals and Objectives of the council for this year.

VIII. New Business:

IX. Meeting Adjourned: 6:30 PM

Membership Committee

February Report

Meeting Date: February 22, 2001
Meeting Place: 25 Van Ness Ave., Room 330-A
Meeting Time: 5:30 to 7:30 PM
Members Present: Cecilia Chung, Carmen Madriz, Greg Neumark, Ken Pearce, Janis Takamoto, Bob Teague, and Robert Whitford
Others Present: Steven Feeback, minutes; Wayne Peace, nominee; and Jose Villarce, nominee.
Next Meeting: Thursday, March 15, 2000, 25 Van Ness, Room 330A, 5:30-7:30 PM
Meetings will generally be held on the 3rd Thursday of each month.

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MAR 22 2001

SAN FRANCISCO
PUBLIC LIBRARYIntroductions and Review of AgendaDiscussion with Nominees

Ken Pearce asked Jose Villarce to go first and present some information about his background and his areas of interest. He began by saying he is applying to the Council as a consumer of services at present and for the past 10 years. He would be in a position to utilize that experience if appointed to the Council. In addition, he has been a member of the Board of Directors at Instituto Familiar de la Raza for seven years and has participated in projects with the Immune Enhancement Project, although he resigned from these activities and is not now affiliated with any agency receiving CARE funds. He intends to speak out on behalf of the Latino population and the particular HIV-related needs that he is familiar with as a member of that community. He wants to be a link between the Council and his community. He was asked about the committees of the Council and where he might like to put his energies. He responded that he would like to have the benefit of more orientation about the Council and its committees. He has the time for two meetings a month and wants to be an active participant. He has some background in Mental Health services through his work with Instituto as well as in his prior life before moving to San Francisco. His training is in psychological counseling, and he worked as a Psychologist at the General Hospital in Mexico City for many years. Outside of his job he worked with an agency dedicated to human rights for gay people and people with HIV. Between these two positions he has led groups and worked with individual clients on a range of issues, including addiction and treatment.

KP asked Wayne Peace to go next. It was noted that he had previously been a member of the Council (1994 to '96), so he was questioned about why he would want to do it again. He explained the reasons he left; mainly he was affiliated with too many activities and was experiencing too many challenges associated with AIDS, all coming at basically the same time. He moved away a few months after leaving the Council, feeling pretty burned out. He has been living with HIV for 13 years. He has the feeling of working with it on a daily basis in his own life and does not want to be affiliated with any agencies or organizations at present. Still he wants to be involved in the Council in order to advocate for himself and other people. His current job is in an after-school program, teaching young children. He said he didn't foresee any scheduling conflict with work and Council responsibilities. He is a consumer of services, having had contact with providers of substance abuse, mental health, food and housing services. Presently, he has insurance but uses ADAP, dental care and housing services. In his past stint on the Council, he was viewed as a spokesperson for youth with HIV. Members had some questions about his capacity to advocate for young people. This is something he is comfortable doing, but is no longer very connected to any of the youth groups. He is now 29 years old. He understands how difficult it is for young people to process life challenges associated with such things as HIV disease. His Council experience in the past was at a time when the funding level was

considerably higher. It was noted how much less money the Council has to work with and that there are additional struggles involved with allocations at the present time. He was encouraged to attend the next Council meeting and to take a look at the Committees.

Celilia Chung spoke on behalf of another person interested in Council membership, John McLaughlin, who was unable to attend the meeting due to the flu. He has been coming to Council meetings and the PWA Caucus. But, members would like for him to meet with the Membership Committee before proceeding with his nomination. Members wanted to ask several questions.

New Member Recommendations.

By the time these minutes are published, those people recommended by the Committee at this meeting will already have been voted up or down by the Council at its meeting on February 22nd. The Committee had some degree of discussion about one nominee held over from last month, Toni Butler. She had attended last month's Council meeting, and in the interim weeks Ken had further discussion with Jeffrey Klausner about whether or not he would be continuing in his role on the Council representing the connections between HIV and STD services. This is a position that HRSA strongly recommends the Council have, but is not a mandated seat. He reported that Dr. Klausner has agreed to resign from the Council pending the appointment of Toni Butler. He further reported his discussion related to confidentiality concerning HIV status, in that Dr. Klausner is one of a few Council members declining to disclose one way or the other. *Bob Teague* suggested that the Membership Committee could provide the Council with shorter biographical information about its recommended nominees and then report such things as HIV status in a collective manner. *Laura Thomas* stated that there is no requirement concerning disclosure of HIV status, or such things as gender/ethnicity/sexual orientation for that matter. Non-disclosing members simply don't count when we total up the unaffiliated consumers or the 50% majority of HIV+ members. That means we have to recruit enough people who are willing to disclose. *Greg Neumark* suggested a policy of disclosure while keeping this information from being public. Further, he pushed for a plan to only recommend unaffiliated consumers during this period of recruitment to the Council. There was considerable discussion of this point. *Janis Takamoto* said that the prior meeting of the Membership Committee had been prepared to recommend Toni Butler, but felt it was necessary to follow regular procedure and have her first attend a regular Council meeting, which she has now done. *GV* argued further for recommending appointment of people who really identify with the challenges faced by people living with HIV and using the range of services. He wanted to wait on votes until we further explored the possibilities of recruiting someone with the STD background and is HIV+. When it came time to vote, all three prospective new members were approved and therefore recommended for appointment. Discussion then turned to the re-appointment of John Conley for another term as representative for San Mateo County. There was a request to seek representation from unaffiliated consumers, but strong support was expressed for John Conley. He was recommended by the Committee.

Analysis of Current Membership and Areas of Representation

Laura Thomas provided a chart. She emphasized all areas of representation in reflecting the demographics of the epidemic in the EMA. She pointed to the need for recruitment of Asian/Pacific Islander members and of women members as well as the already stated need for unaffiliated consumers. She expressed the view that the Council is looking for a balance. She sees our service system as a partnership between the providers, the consumer, the funders, and the community advocates. These points of view should be expressed within the Council.

Orientation and Training

BT said he has volunteered to be the educational liaison to the Council as we go through the Prioritization process and he is willing to set up trainings in group facilitation skills, using an outside consultant. There was discussion about how some of the Council's group process is very intimidating and demanding. There was a general call for greater respect on the part of every member toward the viewpoints of other members, including those members who speak more from passions and advocacy than from knowledge of history or

skills they bring to their jobs. It was affirmed that the General Meetings are open to these viewpoints, with perhaps more time on the Council's agenda for discussion. The desire was also expressed for more extensive Committee meeting reports.

Nomination Form

JT agreed to work on drawing up a few suggested changes in the way questions are asked. Members requested copies of the current form.

Bylaws Discussion

GN brought up some amendments he wanted to suggest to the percentages of people living with HIV on the Council and of unaffiliated consumers. He appealed for support to make the percentages higher. This topic was briefly discussed without any resolution and will be put on the agenda for next month in order to have a more focused discussion. It will also be brought up in the PWA Caucus.

Membership Committee

March Report

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Meeting Date: March 15, 2001

Meeting Place: 25 Van Ness Ave., Room 330-A

Meeting Time: 5:30 to 7:30 PM

Members Present: Carmen Madriz, and Ken Pearce (Chair)

Others Present: Steven Feeback, minutes; Edward Patterson, nominee; MJay Sanders, nominee; and Laura Thomas, DPH-HHS.

Next Meeting: Thursday, April 19, 2001, 25 Van Ness, Room 330A, 5:30-7:30 PM
Meetings will generally be held on the 3rd Thursday of each month.

Introductions and Review of Agenda

Discussion with Nominees

Ken Pearce asked Edward Patterson to go first and present some information about his background and his areas of interest. He began by remembering back to the early 80s when he was working in healthcare for a doctor in private practice and his history of volunteering. He also worked as an LVN, a laboratory assistant and as a substance abuse counselor, then became a Social Worker. He worked at Acceptance Place and broke new ground by bringing in Transgender services. He wants to join the Council in order to insure that everyone gets equal access to services. The majority of his work has been in the Tenderloin neighborhood with very marginalized populations, such as Transgenders and the homeless. He developed very poor health, dealing with Hepatitis C as well as HIV. For a year or so he could not get involved in anything beyond his personal health and survival. Since he has gotten stronger he has found himself missing the involvement of political and community work. The Council is something he can do to help other people and to help himself. He has watched many of the services go through their changes. He has been a consumer of services and a caregiver as well as a service provider prior to retirement. He was asked questions about the communities to which he feels most connected, his work history as an LVN, his administrative work in a medical clinic (for people over 60 year old in Berkeley) and his recovery from the loss of past partners to AIDS-related deaths. He expressed how much a bereavement group helped him. He has experience with CSAS task forces and planning groups, including service for a time as a Co-Chair. He talked about keeping focus in meetings and getting participatory input in planning processes. He learned a lot about coping with group process and building consensus in the give-and-take of community planning. He expressed that he has ample time to give to the Council and he is willing to make the commitment. He intends to start taking part in meetings and committees.

KP asked MJay Sanders to go next. He started with how he first became aware of the Council, which was when he joined the staff at Visiting Nurses and Hospice, a part of California Pacific Medical Center. He worked for a senior management person and through that had knowledge of the funding streams, including Ryan White CARE funds. He was doing direct administration of contracts when he left in late 1994 to go on disability. He talked about the loss from AIDS-related deaths among friends and family. He is now looking for an opportunity to serve and to make a contribution to the service system. His professional history is filled with instances in which he rose through the ranks rather quickly because he takes initiative to get things moving and to learn what's necessary in situations of inter-personal communication. He feels strongly about making things work within the context of funding requirements and the importance of fulfilling the criteria to maintain funding. He believes he can identify with groups at the bottom of the socio-economic ladder because he has experience in collaborative efforts to build programs to meet the needs of disenfranchised populations. He has learned a number of techniques for reaching out beyond his particular

background, and knows he can maintain his enthusiasm for this work. He is a consumer of services, particularly ADAP, benefits counseling and mental health. He was encouraged by committee members to get involved in the work of the Council and to learn about areas of the service system with which he is less familiar. He was told that his being unaffiliated with any agency and his having no conflict of interest was viewed as an advantage at this time.

New Member Recommendations

One of our nominees now before the Mayor has already resigned because of housing difficulties in San Francisco. Moving to San Diego, he will be missed here, and his name will be formally withdrawn. Both candidates interviewed today, and reported above, were recommended for Council approval. That is also true for the recommended reappointment of Sam Kaplan. Many of the newly appointed people not yet formally appointed by the Mayor have begun attending committees and Council meetings. Everyone agreed to provide more support and encouragement to them. It can easily become discouraging when you are prepared to serve and do not hear about a Mayoral appointment. (Since this meeting took place, another new nominee has withdrawn his name from consideration by the Mayor, that being Derrick Mapp.)

Analysis of Current Membership and Areas of Representation

The needed categories and the ones for which the committee is actively recruiting are HIV+ women, HIV+ Latinos and HIV+ Asian/Pacific Islanders. The Membership Committee is committed to finding well-qualified people to serve.

Representation on the Prioritization Organizing Committee

Ken and Carmen both supported Greg Neumark to be the Membership Committee representative on the work group for Priority Setting.

Nomination Form

Steve Feeback agreed to prepare a draft of a new Council Member nomination form, based on the suggested changes brought to the meeting by Carmen Madriz on behalf of herself and Janis Takamoto.

Attendance Figures

Steve Feeback brought a report (since updated through the end of first quarter 3/31/2001) about Council member attendance during the First Quarter of 2001. The highest achievers were as follows:

> Brad Hume	14 meetings
> Greg Neumark	11
> Gary Harrell	10
> Jim Mitulski	10
> Susan Shea	10
> Cecilia Chung	9
> Ray Combs	9
> John Conley	9
> Bob Teague	9
> Robert Whitford	9

There were also a couple of members falling well below the minimum attendance required to stay in good standing. Some members will be receiving letters about their low attendance and may be placed on probation.

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Membership Committee

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April Report

Meeting Date: April 19, 2001

Meeting Place: 25 Van Ness Ave., Room 330-A

Meeting Time: 5:30 to 7:30 PM

Members Present: Carmen Madriz, Greg Neumark, Ken Pearce (Chair), Janis Takamoto, and Bob Teague

Others Present: Steven Feeback, minutes; Larry Cruz, nominee; and Anthony Huynh, nominee.

Next Meeting: Thursday, May 17, 2001, 25 Van Ness, Room 330A, 5:30-7:30 PM
Meetings will generally be held on the 3rd Thursday of each month.

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Introductions and Review of AgendaSAN FRANCISCO
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Ken Pearce asked Anthony Huynh to go first and present some information about his background and his areas of interest. He began by saying he heard about the Council through a fellow Case Manager who knew Janis Takamoto. He then explained some work history, highlighting his HIV prevention work in Los Angeles. He was also a member of the CARE Council in Orange County California for a short time. He offered some observations regarding the Council after attending the past meeting. He said he was disappointed at not seeing higher numbers of people of color participating. He expressed his doubts about the Council's decision to revise its bylaws by increasing the numbers of HIV+ members. Even though the clients he works with in his current job as a Treatment Case Manager at the Asian Pacific Islander Wellness Center are people living with HIV, cultural and linguistic factors make them identify less with their HIV+ status and more with their ethnic heritage (primarily Vietnamese). Thus, he felt that the Council's current make-up and the revised bylaws act as a barrier to involvement by the client population he works with. He, too, would prefer to see more unaffiliated consumers as members because he understands why that group would probably be less biased and more capable of representing client needs. The question is how to achieve that. He wants to continue with recruitment efforts among the client population he serves. In the meantime, he said he would continue to advocate for those clients and, despite his affiliation with a CARE-funded agency, would make a full effort to be unbiased. He was asked how he got started in AIDS service work. He reflected on his college experience and his first experience with a community group, the Gay Vietnamese Alliance. Through that organization, he gained access to basic information about sex, STDs and HIV infection. He found himself being more interested, so it was a logical step to receive training as a peer educator. His basic desire was to deal with his own fears and share information with people who had similar fears. He has now gained a great deal of experience in HIV prevention education as well as direct services to HIV+ clients. He was asked about the cultural barriers he sees in this client population. He said the biggest barrier is access, but he is aware that there are groups of people that know services are available yet simply don't take the steps that are indicated in order to gain access. Some of his clients won't access services if it means coming to the offices because the API Wellness Center is in a building identified with HIV/AIDS services.

KP asked Larry Cruz to go next. He began by sharing some medical history—his experience in a Clinical Trail for an experimental drug that he is still taking very successfully. His health has rebounded dramatically as a result. His background, before poor health forced him into retirement, was in San Francisco city services and community projects working as an administrator. He is a native San Franciscan who has been very active for some 30 years. He helped found the Larkin Street Youth Center while working in the

Tenderloin, then moved to a position within city government. Within the Dept. of Public Health, he was an Assistant Director of Community Mental Health and Substance Abuse, then the Director of Health Center #2. His first experience with specific services for HIV disease was in 1985, as a counselor for HIV antibody testing clients. At that time, he was also on the Board of Directors for the San Francisco AIDS Foundation. He has experience with non-profit organizations as well as City government and working with the Mayor on homeless issues. His activist work involves both the Latino and the gay/lesbian communities. He is currently serving as a Board member for the Bernal Heights Neighborhood Center because he has lived in the Bernal Heights area for the past 13 years. In the past, he has been a recipient of benefits counseling services and mental health support groups (he found out he was HIV+ in 1985). Because of his city pension and related benefits, he has private health care insurance. During years of involvement, he has been put into many "categories" on a number of occasions and understands why the Council must fill certain membership categories. He is currently in the category of non-affiliated, but is not a consumer of CARE-funded services. Now that his health status is stable and some of the most debilitating symptoms have subsided, he finds himself in the position of not wasting away and wanting to contribute again. He thinks that San Francisco is a special place and wants to help ensure that the model of HIV/AIDS work developed in this city can continue.

New Member Recommendations

Considerable debate took place about the qualifications of both candidates interviewed in this meeting and the attempts to increase the members who represent the category of unaffiliated consumers. One part of the debate was focused on the criteria for evaluating who is a consumer of services. Another was the need to conduct outreach, advertising and recruitment efforts targeted at consumers of service. Both nominees were recommended by the Membership Committee. These two will be forwarded to the full Council at the next meeting.

New Member Recruitment

There was a consensus expressed that recruitment efforts will continue by sending out Nomination forms. But, during the period of Prioritization, the Membership Committee will take a pause in processing nominations in order to clarify the steps it wants to take in meeting the recruitment goals embodied in the recently revised bylaws and any instructions that come from HRSA as a result of the reauthorized Ryan White CARE Act. Laura Thomas will be asked about the definition of a consumer of services. Another inquiry will be made with the Mayor's office about the status of the current nominees. *Greg Neumark* made a motion to request money in the Planning Council Support budget for outreach, advertising and recruitment. This motion passed unanimously 4-0.

Nomination Form

Janis Takamoto agreed to spearhead the effort to finalize a new version of this form.

Membership Committee

JUN 21 2001

May Report

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Meeting Date: May 18, 2001

Meeting Place: 25 Van Ness Ave., Room 330-A

Meeting Time: 5:30 to 7:00 PM

Members Present: Ray Combs, Mark Dunlop, Carmen Madriz, Greg Neumark, Ken Pearce (Chair), and Janis Takamoto.

Others Present: Steven Feedback, minutes; and Laura Thomas, DPH-HHS.

Next Meeting: Thursday, June 21, 2000, 25 Van Ness, Room 330A, 5:30-7:00 PM
Meetings will generally be held on the 3rd Thursday of each month.

IntroductionsStatus of Nominees and Members with Terms Expiring

Ken Pearce talked about how long the Council nominees had been pending Mayoral appointment. He also listed the members who have terms expiring during the upcoming months of July, August and September. It was decided to send letters and the new nomination form (with their old information attached, if their prior nomination form is on file). Old members up for re-appointment may fill out just the first half of the nomination form if they would prefer. The cover letter should re-emphasize the time commitment.

New Nomination Form

Members requested further changes in the application, especially with the demographic information. There was discussion about defining a consumer of services as someone in care for HIV disease and receiving services (funded under Title I) in the past year. ADAP was included in the definition. It was decided to insert an additional question about services received.

Analysis of Current Membership and Areas of Representation

Laura Thomas talked about the Council currently having a lower than usual percentage of women members, particularly HIV+ women. By race/ethnicity, the numbers on the Council are fairly close to matching the HIV prevalence percentages. Currently, the percentage of HIV+ is 55% out of the total and about 34% unaffiliated consumers. The diversity of the HIV+ group is fairly good, but some historically under-served populations are under-represented on the Council. More unaffiliated consumers are needed. It was recognized that the percentages that form a statistical profile of HIV prevalence are somewhat different from the percentages we would find in a statistical profile of the consumers of HIV services. If we knew the exact statistical profile of consumers, those percentages could be applied to the Council's membership. But, the Membership Committee does not know the precise numbers in each and every demographic category among the consumers of service.

Recruitment of Members

Now that the Council is in the period of Priority Setting, some expressed the view that it is not the best time to put high energy into nominating more new members. It would be better to get the current nominees appointed and the membership solidified through orientation, training and mentoring through the period of Prioritization. *Greg Neumark* called for the development of an outreach plan, utilizing publicity information, organized recruitment and general public relations. He said the Committee needs to know how much of a budget it has for such an outreach plan. He wanted to generate higher numbers of applications submitted. *Mark Dunlop* also backed the idea of a Recruitment plan--something the Committee can ask the Council to

support. *KP* said the Council's help would be minimal any way, so the Recruitment plan would end up being an effort of the Committee. *GN* gave strong support for development of this plan, desiring to spend more of the meeting time on that topic. He talked about his idea to get more of the Council Support budget allocated to support the Recruitment plan. At this point, it was not clear what the Council Support budget provided. It will be voted on at the next Council meeting.

Recruitment Budget

KP said he had received an email communication saying that the current figure was about \$2,000 in the budget for outreach and recruitment. *GN* said he would be requesting additional dollars. He wanted \$7500 to be added. *Mark* asked Greg to draft an overall plan and present it at the next Membership Committee meeting. *GN* responded that the basis of his plan is having people at outreach tables talking to consumers about the Council and distributing a brochure in a more personable manner. Some unaffiliated consumers could earn minimal income this way (being paid for outreach consulting). This may end up removing a barrier to participation for a few Council members. *KP* knew that there were some unaffiliated consumers such as himself, who would not want to be paid. He wanted a philosophical discussion about the ethics of using some of the Council's overall budget for new member outreach. *GN* countered that the worse appearance is associated with paying Consultants \$100 per hour. Everyone agreed that some time during the next meeting will be devoted to this discussion.

New Member Orientation

KP asked staff to assist Bob Teague with getting good attendance at the upcoming session.

Outreach brochure

Janis Takamoto passed around copies of a draft brochure that she had put together as a basis for further discussion and to be included in the outreach plan. *KP* asked members to review this draft in preparation for further discussion at the next meeting.

Minutes of June 21, 2001 Membership Committee Meeting

- San Francisco

- HIV Health Service Planning Council

Membership Committee June Report

Meeting Date: June 21, 2001

Meeting Place: 25 Van Ness Ave., Room 330-A

Meeting Time: 5:30 to 7:00 PM

Members Present: Carmen Madriz, Greg Neumark, and Ken Pearce (Chair).

Others Present: Steven Feeback, minutes.

Next Meeting: Thursday, July 19, 2000, 25 Van Ness, Room 330A, 5:30-7:00 PM

Meetings will generally be held on the 3rd Thursday of each month.

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SAN FRANCISCO
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Ken Pearce presented a membership chart. He mentioned that Allen Meyer had notified the Committee about the content of his most recent letter of appointment. KP and the administrative staff will continue to seek information from the Mayor and his AIDS policy person, both the letters to new Council members and copies of past letters so that we know with more precision the terms/dates of appointment. The most recent applications were reviewed. Carmen Madriz volunteered to set up the prospective member interviews for next meeting. It was decided to forward two re-appointments to the full Council: Mark Dunlop and Jim Mitulski.

Analysis of Current Membership and Areas of Representation

KP and CM talked about the need for more recruitment, especially to attract more women members, particularly HIV+ women; people of color who are HIV+; and unaffiliated consumers in general.

Recruitment of Members

Greg Neumark said he would attempt to contact Ken Bukowski of Positive Resource Center in order to set up the beginning of an ongoing effort to have outreach consultants hired to do Council member recruitment. He did not see any conflict of interest involved in paying members of the Council if they want to join the recruitment campaign. He felt this outreach work would be compensated at a relatively low rate of pay and it should be a transparent transaction.

Outreach brochure & Recruitment Strategy

CM followed up with the next steps in developing a draft brochure. She suggested using colored paper. She also talked about strategy, since there are relatively few people who really want to commit themselves to working on the Council and serving the community. The priority areas for brochure distribution were identified as: mailing to agencies/services providers as well as setting up outreach tables at the Grocery Center and/or the Shanti Lounge. The Membership Committee requested that an agency/provider mailing list be developed; other potential lists might be those groups that participated in G/L/B/T Pride this year and the association of G/L/B/T physicians. The committee will also develop a list of events taking place, such as street fairs, and it will seek other outreach concepts that might be utilized by other CARE Councils around the state. KP said he would work with staff on composing a cover letter to be used with the provider list. Steve will continue sending out nomination forms to prospective people who have requested them and are interested in membership.

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Membership CommitteeSAN FRANCISCO
PUBLIC LIBRARY**July Report**

Meeting Date: July 19, 2001

Meeting Place: 25 Van Ness Ave., Room 330-A

Meeting Time: 5:30 to 7:00 PM

Members Present: Ray Combs, Brad Hume, Gene London, Carmen Madriz, Jim Mitulski, Edward Patterson, Ken Pearce (Chair), Janis Takamoto, and Jose Villarce.

Others Present: Steven Feeback, minutes and Laura Thomas, DPH-HHS.

Next Meeting: Thursday, August 16, 2000, 25 Van Ness, Room 330A, 5:30-7:00 PM
Meetings will generally be held on the 3rd Thursday of each month.

IntroductionsOutreach brochure & Recruitment Plan

Brad Hume requested a delay in implementation of the Council's recruitment plan, saying that the PWA Caucus was going to be bringing a set of goals and objectives to the Council at its next meeting (July 23). If approved, the objectives would impact the budget for outreach and recruitment of new members. *Ken Pearce* and *Carmen Madriz* responded that the outreach plan was underway and certain categories of representation were important to pursue without delay. *BH* said that the previous amendment to the Council Support budget, approved by the Council, was not really an effort of the PWA Caucus. He saw it as an agenda advanced by two members of the Caucus. He explained that other members of the Caucus have concerns about the shift of funds away from the consulting line item to the outreach line item. He expressed the view that not enough group discussion had taken place prior to recommending this budgetary shift. He said the Caucus now did not agree with further expenditure of funds from this budget line item until more discussion and/or evaluation could take place. He said that he was asking for a pause in the process in order to allow time for consultation between the two committees, PWA Caucus and Membership Comm. He said there was no intention to express a lack of confidence on the part of Caucus members toward the Membership Comm. or its important work. More process issues were examined concerning the prior Council vote and the proper roles of Council committees. *Jose Villarce* said that the PWA Caucus's efforts to obtain consumer input had been frustrated by the lack of clarity about the funding available for getting professional assistance with this important aspect of the Council's work. This recent situation had led some Caucus members to question the prior shift of funds in the Council Support budget. *Edward Patterson* said that the PWA Caucus was experiencing a crisis as it tries to do the work of obtaining consumer input into the Prioritization process. There has been too little support for the Caucus and too little leadership within the Caucus. He feared further loss of current membership due to this situation, something that would be in conflict with the shared desire to recruit new members. There was no desire to struggle about control issues related to the budget. Suggestions were that both were desirable objectives: strengthening the PWA Caucus through training/leadership development and further outreach/recruitment efforts to attract new members. It was agreed that recruitment efforts would not stop, but expenditures would be put on hold. It was further agreed that there would be more effort put into collaboration between the two committees. This is an important discussion to continue.

Interviews with Prospective New Members

CM and *KP* introduced the first person, Kevin Johnson, and asked him to convey information about himself and his background. Kevin started by saying that he now works for Catholic Charities as a Housing Specialist. He also mentioned his past work experience as a liaison in Indiana with the HIV affected communities and the State Dept. of Health. He worked with the HOPWA housing programs in Indiana. He

now works with clients who are trying to access CARE funded housing services, mostly homeless clients. He feels he understands the challenges and difficulties that clients are experiencing (long waitlists, high move-in costs, etc.). He was asked about his mixed ethnic heritage, his categories of representation, the time he has lived in the Bay Area (since October 2000), his status as a staff member of a CARE funded agency, and the commitment of time required of members. The next prospective member to be introduced was Elyse Graham. She was asked to amplify on the information already provided in her application for membership. She began by saying she had an overview of the Council's structure, its work and its time commitment. She expressed that becoming a Council member represented the next logical step in her long involvement with HIV services. She comes from a client service background and, by default, has gained experience with program administration and executive duties. As a provider, she has worked as an acupuncture specialist with two organizations. Clients in these two programs include incarcerated populations at the County jails, people in recovery from substance abuse, and homeless shelter residents as well as HIV+ populations. She is applying for membership in the category of a service provider, affiliated with a CARE funded agency. *Jim Mitulski*, due to his time constraints, took a moment to provide his input about the qualifications of Elyse and the upcoming nominee, David Gant. By virtue of personal interaction with both nominees, he wanted to give strong support. He apologized for having to leave the meeting early. The Committee heard next from David Gant, who introduced himself by saying he had lived in the Bay Area for 11 years. About five years ago, the effects of AIDS on his community caused him to make a decision to leave the corporate work world and concentrate his energies on the ministry. He is affiliated with the Metropolitan Community Church in San Francisco and, since making that decision, has been studying. He is now in his final year at Seminary (Pacific School of Religion in Berkeley). His church activities presently include ministry to HIV+ people and responsibility for the homeless food program. He sees considerable overlap in that many of the HIV+ people are homeless and many of the homeless people are HIV+. He also does volunteer work among people in various stages of recovery from substance abuse and among young people. He would like to become a member of the Council in order to continue and deepen his involvement in all these areas. He emphasized his commitment to the Council's mission and his capacity to fulfill the responsibilities of membership. The next to speak with the committee was prospective member, Dirk Doeppfner. He introduced himself by touching on his personal struggles in battling HIV disease. He said he is applying to join the Council as an unaffiliated consumer of services. He gave some background info about his experience with services, including the housing he has received at Derek Silva community. He recently attended a national conference about housing programs for people living with HIV and AIDS. He had worked for several years with the Healing Alternatives Foundation. It no longer exists, and he has explored the potential for re-building a similar organization. He would like to devote his time now to working with the CARE Council. He praised the Council for the way it conducted its business at the meeting he attended and thanked members for the way in which he was made to feel comfortable attending his first meeting.

KP asked for dialogue about the prospective members and their qualifications (they were not present for this part of the meeting). Several members spoke in favor of some of the candidates. Very few negatives were expressed. Gene London expressed the desire to present a slate of nominees to the Council for a vote. He felt that the specific target numbers for HIV+ and consumers on the Council would be met in the future. In the meantime, he favored approving a slate of candidates such as those interviewed in this meeting. A motion was made to accept the entire group. It was seconded, then approved unanimously. The re-appointment of three current members was also a topic of discussion. Ray Combs, Ken Pearce and Susan Shea were prepared to step forward for an additional term of service. They were unanimously accepted as well.

Analysis of Membership Categories

KP and Laura Thomas gave updated information about the current membership and the distribution of current members among various categories and characteristics. It was clear that the Membership Committee is seeking unaffiliated consumers, more HIV+ members, African American members and Latino members.

New Member Recruitment and Orientation

CM and *EP* talked about the culture of the Council and the need to make new members feel more welcomed.

Member Attendance for Second Quarter

The committee asked that staff include a full report of attendance for the recently completed quarter. See below.

2nd Qtr. Ttl.	Last Name	
10	Antonetty	
1	Betsey	
5	Butler	
5	Byers	
1	Casimir	
15	Chung	
7	Combs	
6	Conley	
11	Dunlop	
4	Edwards	
6	Frazier	
13	Geanuracos	
6	Gomez-Benitez	
2	Gowdey	
16	Harrell	
22	Hume	
6	Kaplan	
7	London	
8	Madriz	
2	Meehan	
4	Meyer	
10	Mitulski	
11	Neumark	
5	Oxendine	
15	Patterson	
8	Peace	
7	Pearce	
9	Riker	
14	Sanders	
11	Shea	
8	Takamoto	
9	Teague	
10	Villarce	
13	Whitford	
6	Wood	
4	Wuopio	

San Francisco
HIV Health Services Planning Council

Membership Committee September Report

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Meeting Date: September 20, 2001

Meeting Place: 25 Van Ness Ave., Room 330-A

Meeting Time: 5:30 to 7:00 PM

Members Present: Carmen Madriz, Ken Pearce (Chair), and Janis Takamoto.

Others Present: Steven Feedback, minutes and Laura Thomas, DPH-HHS.

Next Meeting: Thursday, October 18, 2000, 25 Van Ness. Room 330A, 5:30-7:00 PM

Meetings will generally be held on the 3rd Thursday of each month.

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Introductions

Reappointments

Ken Pearce asked for a motion to approve two current members, Ali Riker and Jeff Byers. This was agreed to unanimously.

New Member Orientation

KP gave a summary of the recent orientation session. One of the two sessions in September was cancelled due to the WTC tragedy. The comments from new members who received orientation, were very positive. All speakers were very informative. Laura Thomas thought it went well and was impressed by how interested the new members were. Some planning was done for the next session, scheduled for early in October. Various dates were discussed.

Statistical Breakdown of Current Membership

KP presented the overall profile with several charts and percentages. He indicated that he would attempt to highlight where there was the greatest need. The charts and percentages are constantly changing. The most crucial area of recruitment is with African American HIV+ people. The unaffiliated consumers are low as well, and their ethnic breakdown is not balanced. Most are white, and few are people of color. Gender is also unbalanced for the unaffiliated consumers. Laura Thomas handed out information about the current needs and the categories of current members. It was concluded that there were some 15 mandated seats, each of which was elaborated upon by Laura. Most of these seats are currently filled by HIV-negative individuals, making it very difficult to attain the recommended level of HIV-positive representatives.

Prospective New Member Interviews

KP explained that three or four current members have terms expiring in November. Allen Meyer has recommended someone to take his place, who will be interviewed in October. Bart Casimir has said he is not seeking re-appointment. Mary Jane Wood and Catherine Geanuraeos most likely will be. He also recognized the need for a dental reimbursement program representative.

Election for New Committee Co-Chairs

KP announced that an election needs to be held in the near future. He suggested waiting until after the Council's Co-Chair elections. He wants to relinquish this role.

New Member Interviews

KP introduced the first person that the committee was talking with: Joe Wemple. He explained that one of his main interests is in seeing that funds are spent primarily to serve people in greatest need. He talked about the HIV crisis in the African American community. He has utilized a number of services and spoke of his experience seeing some degree of wastefulness in some agencies. So, he said this seemed to indicate an imbalance in resources. He wanted to bring the perspective of an independent

voice and an unaffiliated consumer. His background is in theater. He expressed how strongly committed he is to the work of the Council. Several people contributed to the discussion about the value of having strong representation of unaffiliated consumers. He said he was prepared for the high learning curve. The nomination process was again explained.

Next to talk with the committee was Tracy Neil. He works in HIV Prevention Case Management at the Haight Ashbury Free Clinic. He has a strong background in social services. And, he has a strong grasp of the needs in the community, especially for young men of color. He talked about some of his personal experience, including a long period of hospitalization. He has lived in San Francisco for over five years and before that in New York. Several members explained committees and talked about the overall commitment required of members.

New Member Recommendations

Some members wanted to recommend both; others wanted to hold on one while approving one. The one with unanimous support for immediate recommendation to the full Council was agreed to. There was a prevailing opinion to hold open two seats until African American unaffiliated consumers could be recruited.

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Membership Committee October Report

APR 15 2004

Meeting Date: October 18, 2001

Meeting Place: 25 Van Ness Ave., Room 330-A

Meeting Time: 5:30 to 7:00 PM

Members Present: Cecilia Chung, Anthony Huynh, Kevin Johnson, Ken Pearce (Chair), Janis Takamoto and Jose Villaree.

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Others Present: Felicia Elizondo and Charles Siron, Council nominees; Steven Feedback, minutes; and Laura Thomas, DPH-HHS.

Next Meeting: Thursday, November 15, 2000, 25 Van Ness, Room 330A, 5:30-7:00 PM

Meetings will generally be held on the 3rd Thursday of each month.

Meeting Minutes**Introductions and Agenda**

Ken Pearce mentioned the prospective members who the committee would be talking with. Both are seeking to fill mandated seats. Another prospective member was sick and could not attend this meeting.

New Member Interviews

KP invited Charlene Pugh to share some information about her interest in the Council. She has been aware of the Council since 1991, when the Univ. of the Pacific School of Dentistry first wrote a grant application for CARE funding. She attended a Ryan White All-Titles meeting in Washington, DC back in early 2000. From that meeting, she learned a lot about how the funding works and what the role of the Planning Council is. She also has a particular interest in the field of mental health as a result of the experience she has had with a disabled family member. In that area, she characterized her involvement as more along the lines of a consumer and caretaker, as contrasted with her role as a provider in the field of dental services. She is ready for the commitment that is involved in Council work (she said about 10 hours per month). She was asked to explain further her perspective on mental health, and she spoke about the problems of people with mental disabilities. She was asked about her role at the Dental School, and she said she managed the business operation of the clinic and numerous employees, including those who work in the CARE office. She is also the custodian of records. She is on the Clinical Quality Assurance Committee at UOP as well. She was asked about the complaints that the Dental School receives, particularly about the time factor. She responded that getting work done in a dental school is going to be slower by virtue of everything having to be checked by teachers, but there are possibly speedier alternatives for people who can't handle the slower pace. The school was also praised for providing affordable service. Other complaints have centered on the perception that some dental students lack sensitivity to people with HIV. This is the type of complaint that she sometimes gets involved in mediating and resolving. She assured everyone that the clinic has methods for addressing specific complaints and is trying to improve some of the general issues perceived as problems. Next to be interviewed was Chris Schnyer. He is the Planning Coordinator for the Community Clinic Consortium, which is a recipient of CARE Act Title III funding. His job is to take part in collaborative efforts with other health care providers and be involved in advocating for community based health initiatives. His background is in vocational rehabilitation. He started out as a front desk administrative staff for the Consortium, but wanted to branch out into policy work and more hands-on work with other people. He has experience putting together consumer advisory panels for two of the grants the Consortium has: the health care for the homeless project and the Ryan White Title III grant. These panels are made up of clients who utilize the services. He said the clinic advisory panel of HIV+ clients is the forum in which he has learned a great deal about the challenges for people with HIV and AIDS. He wants to coordinate all of this work with the work of the Council as well as to share information between the Consortium of Community Clinics and the Council. He stated his willingness to participate fully. He was asked to elaborate on how he perceives the challenges faced by people living with HIV in San Francisco, and he responded by referring to the many struggles to find stable housing. He mentioned that the most challenging clients need coordinated services to meet their mental health,

substance abuse, housing and health care needs. HIV+ clients are in varied stages of recovery. There can be many bureaucratic roadblocks as clients make their individual steps on the road to recovery.

New Member Recommendations

A motion to approve both of these individuals and send them to the full Council with the committee's recommendation was agreed to unanimously.

Overall Issues of Council Composition

KP told the committee that he had brought to the attention of the Steering Committee the dilemma this committee is currently in, holding open some seats for the top priority recruitment needs. HRSA requires that the Council as a whole, and the sub-group of unaffiliated people with HIV on the Council, reflect the racial/ethnic demographics of the HIV epidemic in this area. There are many factors to consider in reflecting other demographic characteristics. Laura Thomas distributed copies of charts and percentages as well as a section of the grant application just completed. This section was the detailed information about the Council's composition (it had to be based on September 1, 2001). There was a need to pay particular attention to the mandated seats. The greatest need at the moment is for African American unaffiliated consumers. Several committee members are actively recruiting individuals from this group of consumers.

The Future of Mandated Seats and HIV+ Seats

KP said that it is going to be increasing important to request HIV+ individuals and people of color in the mandated seats. Service agencies should be hiring more positive people. Anthony Huynh mentioned the option of providing more information about the Council to the frontline staff at several agencies. These are the staff members that have the most face-to-face contact with the consumers that we seek to get involved in this work. They can help us identify people who have strong voices for community issues. Janis Takamoto has been talking with key staff at the Black Coalition on AIDS and the Bayview Hunters Point Foundation. She sent brochures. She felt that one person has become interested as a result of this outreach and will likely be attending the next Council meeting. Cecilia Chung said that the Council needs to do some public relations work in order to help with recruitment. She thought the Council needed to better explain its purpose and what members actually do. Several people expressed the desire to have coordination of recruitment efforts. Potential recruits can get involved in the PWA Caucus as a means of checking out the work of the Council. Kevin Johnson brought up the idea of using the interviews that will have to be done as part of a required Needs Assessment as a mechanism for identifying potential recruits.

Election for New Membership Committee Co-Chairs

KP announced that the election will be held at next meeting. He asked for discussion about the role of Co-Chair and for nominations. The New Member Orientations are part of the responsibility (another one was held in October), and they have been following a fairly set format. The Committee is also involved in recruitment and outreach. Co-Chairs are instrumental in setting the agenda, keeping the overall work plan moving, and resolving conflicts that arise. KP suggested Janis Takamoto and Edward Patterson as possible candidates for the Co-Chair positions.

50 Membership Committee

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November Report

5/01 Meeting Date: November 15, 2001

Meeting Place: 25 Van Ness Ave., Room 330-A, 5:30 – 7:00 PM

Meeting Time: 5:30 to 7:00 PM

Members Present: Felicia A. Elizondo, David Gant, Anthony Huynh, Edward Patterson, Ken Pearce (Chair), MJay Sanders, Jose Villarce

Others Present: Norman Tanner (Nominee to Council) and Jeffrey Harding (Minutes)

Next Meeting: Thursday, December 20, 2000, 25 Van Ness, Room 330A, 5:30-7:00 PM
Meetings will generally be held on the 3rd Thursday of each month.

Statistical Breakdown of Current Membership

KP presented the overall profile with several charts and percentages. He indicated that he would attempt to highlight where there was the greatest need. The charts and percentages are constantly changing. The most crucial area of recruitment is with African American HIV+ people. The unaffiliated consumers are low as well, and their ethnic breakdown is not balanced. Most are white, and few are people of color. Gender is also unbalanced for the unaffiliated consumers.

New Member Interviews

Norman Tanner was interviewed by committee members and answered several questions about his desire to be a Council members and his qualifications.

New Member Recommendations

KP had a motion to recommend Norman Tanner and William Blum for membership to the Council at their next meeting. This was agreed to unanimously.

Reappointments

Ken Pearce had a motion to recommend current member, Catherine G. Geanuracos, to Council at their next meeting. This was agreed to unanimously.

Member Resignations

Raymond Combs has submitted his official resignation to the Council.

As of November 12, 2001, Janis Takamoto has submitted her official resignation to the Council.

New Member Orientation

A new member orientation is currently being planned for January 2002. The Membership is recommending that the new Coordinator meet with Membership Committee for orientation.

Election for New Committee Co-Chairs

KP opened the floor for nominations to committee co-chairs, but there were no nominations. The committee agreed to solicit candidates for the Membership Committee co-chairs at the next Council meeting.

Membership Committee Information

The Membership Committee is recommending the following member for reappointment to the Council:

- **Catherine G. Geanuracos:** She is a 31-year-old white, bisexual, HIV-negative female. She is the Director of Research and Evaluation at Larkin Street Youth Services. Larkin Street Youth Services is a Title I contractor and a Title IV grantee. She has extensive experience in Clinical Case Management to HIV+ youth, managed HIV housing and programs for homeless youth in addition to 7 years of HIV testing and prevention education. She has also managed data collection and reporting for multiple HIV Service contracts. She has been a member of the HIV Health Services Planning Council for two years and she currently holds the position of Co-Chair. Her category of representation includes Social Service providers, Housing and Homeless Service providers and Title IV grantees.

The Membership Committee is recommending the following new nominees for membership to the Council:

- **William Blum:** He is a 36 year old, white, gay, HIV-positive male. He is a past Consumer of CARE-funded services. He is the Client Services Coordinator, MSW, of the San Mateo County AIDS Program. In this position, he supervises social workers, a Health Outreach Team, benefits counselors, drug and alcohol counselors, and a health educator. He has been working in HIV Services for 12 years both in prevention and direct services in NYC; San Juan, Puerto Rico and San Mateo. While in NY he worked at the Hetrick-Martin Institute with GLBT street youth and at St. Vincent's Hospital AIDS Unit. While in San Juan, PR he worked with the Puerto Rico AIDS Foundation's Stop AIDS program and co-founded the HIV prevention organization, Coai, Inc, where he later served as Board President. He served on the San Juan Ryan White Title II Planning Council prioritizing community and service delivery needs, evaluated proposals and monitored contracts. Since 1995, he has worked for SMCAP. He has extensive experience on review panels evaluating program services with SMCAP and SFDPH. He has also served on the Community Advisory Board for CAPS "Bay Men Study". His category of representation includes almost every category listed on the nomination form.
- **Norman Tanner:** He is a 43 year old African American, bisexual, HIV-positive male. He is a Consumer of HIV-related services. He has worked with many HIV/AIDS service providers including GLBT Cultural Center Planning Committee, Narcotics Anonymous Relocation Committee, Haight Ashbury Free Clinic OPT Board, Black Brothers Self Esteem Leadership Institution, Northern California Service League Consultant and Leland House Crisis Intervention. He is currently the HAFCI Residential Manager for the HAF & BVHPF AIDS Services, but will be resigning December 31, 2001. His category of representation includes almost every category listed on the nomination form.

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HIV Health Services Planning Council MEMBERSHIP COMMITTEE MEETING

Meeting Date: January 17th, 2002
Meeting Place: 25 Van Ness Ave., 330A
Meeting Time: 5:30pm - 7pm
Members Present: Felicia Elizondo; Mjay Sanders (Co-Chair PWA Caucus); Brad Hume (Chair Housing & Co-Chair PWA Caucus); Mark Dunlop; Carmen Madriz.
Others Present: Eric Whitney (Council Coordinator); Laura Thomas (SF DPH - AIDS Office).
Next Meeting: Monday, February 11th, 2002, 973 Market St., 6th Floor, 4:30pm - 6:30pm

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Introductions

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Announcements/Public Comments

Laura Thomas announced that Scott Evertz, the White House advisor on HIV policy is scheduled to be in San Francisco on January 24th from 4:30pm - 6:30pm at City Hall, room 201; he will be discussing HIV prevention programs, HIV care services, and successful programs from both areas of HIV service, and may have time for a question and answer session.

Co-Chair Nominations & Elections

Eric Whitney announced Ken Pearce's absentee nomination of Kevin Johnson and Mark Dunlop for the co-chair positions. The committee discussed the nominations and voted unanimously in favor of both Kevin Johnson and Mark Dunlop as co-chairs for the Membership Committee.

HRSA Letter

Laura Thomas presented a letter from HRSA clarifying issues related to the unaffiliated HIV+ members of the Council. *See Attachment A.*

Review Letters to Members with Sun-Setting Appointments

Eric Whitney and the committee reviewed members' status whose terms end in the month of February. Renewal letters with reply-response letters were mailed to the five affected council members. *See Attachment B.* The following

members were sent letters: Margot Antonetty, Fernando Gomez-Benitez, Gary Harrell, Carmen Madriz, and Mary Jane Wood. Eric Whitney also went over the procedures and forms that need to be filled out for those council members who are not renewing their membership. It was also announced that Eric Whitney will be creating a database to track council members attendance and important information.

Review of Current Council Membership

The committee discussed the number of council seats available, timeline to fill the seats, and the council members waiting for the appointment approval from the Mayor.

New Member Orientation - Discussion

The committee discussed new nomination applications, revising the application form, which nominations they would like to submit to the mayor, and how to speed up the Mayor's approval process.

Adjournment

San Francisco
HIV Health Services Planning Council
Membership Meeting Agenda
February 14th, 2002
Positive Resource Center - 973 Market Street, Suite 600
5:30 p.m. - 7:30 p.m.

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I. Introductions

II. Follow up and re assessment of renewal for the Sun Setting Appointments

III. Follow up on Current Council Membership

a. Number of Seats Available

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b. Time line to fill seats

c. % goals (a report from Eric) and update on the process of transference of Data

d. Mandated Seats and review of new applications

e. Re- evaluate the 66% HIV Representation

IV. Other Business/Next Meeting Agenda

Home | Community Action Committee | Housing Committee | Implementation & Evaluation Committee
Membership Committee
People Living with HIV Advisory Committee | Steering Committee | Three-year Plan Work Group
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San Francisco

HIV Health Services Planning Council
MEMBERSHIP COMMITTEE MEETING

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Meeting Date: February 14th, 2002

Meeting Place: 973 Market Street, Suite 600 (Positive Resource Center)

Meeting Time: 5:30pm – 7:30pm

Members Present: Larry Cruz and Kevin Johnson.

Others Present: Eric Whitney (Council Coordinator); Laura Thomas (SF DPH - AIDS Office); and Robert Owens (Council Admin Asst).

Next Meeting: Monday, March 11th, 2002, 25 Van Ness 330B, 4:30pm – 6:30pm

Introductions

Follow up & Re-Assessment of Renewal for the Sun Setting Appointments

Laura Thomas announced that she has made contact with Mike Shriver, he is currently out on disability, and that the HRSA deadline is March 1st. The demographics about the nominations have been sent to Mike Shriver and is currently being processed. Eric Whitney has found the copy of the email from Mike Shriver stating that 9 people have been appointed, it was re-sent to Mike in order to secure letters from the Mayor. There needs to be a meeting setup with Elisa Bert, Eric Whitney, and the Co-Chairs to expedite the current nominations. Thus, currently there are 9 nominations in review. There are 5 members, whose term is ending in February; renewal and reply letters has been sent out to these individuals: Fernando Gomez-Benitez, Margot Antonetty, Mary Jane Wood, Gary Harrell, and Carmen Madriz. Carmen Madriz and Mary Jane Wood are not renewing their membership; Fernando Gomez-Benitez and Margot Antonetty are renewing their membership; Gary Harrell will respond at the full council meeting. Cecilia Chung and Brad Hume terms will be ending in July. See Attachment A – Renewal and Reply Letters.

Follow up on Current Council Membership

Number of Seats Available

Currently there are 7 seats available.

Mandated Seats and Review of New Applications

Laura Thomas reviewed HRSA's demographic requirements for council members, the mandated seats that need to be filled, and the current demographic picture of the council now. See Attachment B, C, & D. Form letters need to be sent to the agencies that HRSA's mandates a representative. Kevin Johnson indicated that he will communicate with San Francisco Community Clinic Consortium. Laura Thomas then reviewed the required representatives by HRSA, a summary of the EMA, and discussed whether transgender women should be separated out from heterosexual women or included with them. Larry Cruz stated that there needs to be a youth representative on the council. Laura Thomas indicated that the council needs two more unaffiliated African-American with HIV/AIDS to meet HRSA's requirement: in addition the By-Laws indicated that the council need 67% of members need to be HIV/AIDS, the council now is at 64%. This means that out of the 7 available seats, 6 of them need to be filled by people with HIV/AIDS; meaning 27 members out of 40.

The committee unanimously decided to forward Fernando Gomez-Benitez and Margot Antonetty re-

appointments to the council for a vote.

The committee then reviewed three new applications and decided to invite the applicants to the next council meeting and Membership Committee meeting.

Re-evaluate the 66% HIV Representation

The committee discussed the By-Laws requirement that 67% of the council needs to have HIV/AIDS. The committee decided to uphold this requirement.

Time & Day of Meeting

The committee has decided to move to meeting time and day to the second Monday of the month from 4:30pm – 6:30pm.

Outreach - Discussion

Eric Whitney stated that the council is budgeted for \$1,500 for outreach and it should be used to create new brochures and create a document insert to be used to target needed population groups. Eric Whitney is contract a graphic artist to work on the project.

Other Business

Adjournment

[Home](#) | [Community Outreach & Advocacy Committee](#) | [Infrastructure & Policy Committee](#) | [Evaluation Committee](#)
[Membership Committee](#) | [Planning Committee](#) | [Steering Committee](#)

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"Michael Siever (E-mail)" <Michael_Siever@chnsf.org>,
"Parousha Zand (E-mail)" <paroushaz@nativehealth.org>,
"Pat Chambers, PhD (E-mail)" <pchambers@fssba-sf.org>,
"Pat Christen (E-mail)" <pchriste@sfaf.org>,
"Patricia Perez-Arce (E-mail)" <patricia_perez-arce@sfdph.org>,
"Paul Causey (E-mail)" <paulcausey@tarcsf.org>,
"Peggy Kelly, PhD (E-mail)" <pakelly@itsa.ucsf.edu>,
"Peter Atanasio (E-mail)" <peteraef@aol.com>,
"Richard Fredekind, DMD, MA (E-mail)" <rfredeki@uop.edu>,
"Rolph Shanabruch (E-mail)" <rolphs@sf-suicide.org>,
"Ruth Greenblatt, MD (E-mail)" <ruthg@itsa.ucsf.edu>,
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"Steve Lou (E-mail)" <stevel@compasspoint.org>,
"Tiffany Mock-Gorman (E-mail)" <tiffany@continuumhiv.org>,
"Tim Patriarca (E-mail)" <tpatriarca@maitrisf.org>,
"Tony Michelini (E-mail)" <tmichelini@ccasf.org>,
"Trena L. Patton (E-mail)" <iriscctr@aol.com>,
"Wayne Clark, Ph.D. (E-mail)" <Wayne_Clark@dph.sf.ca.us>,
"Yvette Flunder (E-mail)" <yflunder@aol.com>

Subject: Membership Committee Agenda 03.11.02.doc

Date: Mon, 11 Mar 2002 14:34:50 -0800

X-Mailer: Internet Mail Service (5.5.2448.0)

HIV Health Services Planning Council

Membership Meeting Agenda

March 11th, 2002

25 Van Ness 330B

4:30 p.m. 6:30 p.m.

DOCUMENTS DEPT.

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I. Introductions

II. Approve minutes

- III. Update on membership # s demographics
- IV. Potential new members/expiring members
- V. Discuss PR brochure
- VI. Membership training
- VII. Recruitment efforts and ideas

Outgoing mail is certified Virus Free.
Checked by AVG anti-virus system (<http://www.grisoft.com>).
Version: 6.0.320 / Virus Database: 179 - Release Date: 1/30/02

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**HIV Health Services Planning Council
MEMBERSHIP COMMITTEE MEETING**

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Meeting Date: March 11th, 2002

Meeting Place: 25 Van Ness, 330B

Meeting Time: 4:30pm – 6:30pm

Members Present: Kevin Johnson; Mjay Sanders; Mark Dunlop; Charles Siron; Anthony Huynh.

Others Present: Eric Whitney (Council Coordinator); Laura Thomas (SF DPH - AIDS Office); Edwin del Carpio (AEF); and Robert Owens (Council Admin Asst.).

Next Meeting: Monday, April 8th, 2002, 25 Van Ness 330A, 4:30pm – 6:30pm

Introductions

Edwin del Carpio, a new applicant, introduces himself to the committee.

Review of Minutes

The committee reviewed the minutes from the last meeting. The committee will note any corrections to Robert Owens by email.

Update on Membership #'s Demographics

Laura Thomas reviewed the current members demographics and the open seats. There are 32 current council members, 8 vacancies; 2 mandate seats to be filled by a Title III and AETC person; needed to fill to meet the council requirements are 2 African-American unaffiliated HIV+ consumers, 2 Caucasian unaffiliated HIV+ consumers, and 1 Native-American person. Laura Thomas will be sending the report to HRSA in April concerning the current membership status of the council.

Potential New Members / Term-ending Members

Edwin del Carpio introduced himself and gave a brief synopsis about his work history and HIV involvement. He currently works at AIDS Emergency Fund (AEF) in finance and works with clients directly. His goals for the council, if he would become a member are to represent the voice of clients who have low income, transit, and a voice for AEF, and to help the council focus on the topics being discussed. The committee then questioned Edwin about his involvement in the HIV community, work experience, possible conflicts and bias resolutions between service providers and unaffiliated consumers concerning programs and the overall big picture, and bridging the gap between clients needs and the unmet needs. Eric Whitney then brief gave an overview of the role of the council and the demographics of the council. The committee then discussed Edwin's membership application and qualifications and current demographic needs of the council. The committee decided to put on hold Edwin's membership decision and review and interview the other current membership applications.

Discussion of the PR Brochure

Eric Whitney reviewed the current status of the brochure. Lisa Roth is currently working on a logo for the council, designing the layout of the brochure and a mailer. Lisa will bring example to April's full council meeting. Eric Whitney announced that he has purchased training vouchers for each of the council members to use at Compass Point and Cala Food vouchers for incentives to be used at community meetings.

Membership Training

The committee decided that Mjay Sanders will continue to be the facilitator for membership training, Jim Mitulski will handle the By-laws section, and Michele Long Dixon will talk about the role of the AIDS Office. The council members that currently need training are: Wayne Peace, David Gant, Tracey Neil, Norman Tanner, and William Blum. The membership training date will be set by Mjay Sanders. Eric Whitney discussed the AIDS Alliance Care Membership training manual and stated that it would be a good resource to use in membership training. The committee will review the manual. Laura Thomas stated that the manual is designed for unaffiliated consumers who have little or no experience with councils.

Council Attendance

Eric Whitney passed out a report concerning the last six months attendance record of council members. The committee reviewed the report. Laura Thomas stated that council members are required to attend 5 meeting per quarter. The committee decided to track the last quarter attendance and present a report at the next Membership Meeting. The committee discussed reminder letters for members with poor attendance.

Laura Thomas stated that she will contact Allen Meyer and the Community Consortium to discuss filling the HRSA required seats for Title III and AETC.

Adjournment

Home | Community Outreach & Advocacy Committee | Infrastructure & Policy Committee | Evaluation Committee
Membership Committee | Planning Committee | Steering Committee

DOCUMENTS DEPT

HIV Health Services Planning Council
Membership Meeting Agenda
April 8th, 2002
25 Van Ness 330A
4:30 p.m. – 6:30 p.m.

APR - 8 2002

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	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
I.	Introductions	Group	4:30
II.	Review, Amendment and Approval of Agenda	Group	4:32
II.	Review and Approval of Minutes	Group	4:35
IV.	Announcements	Group	4:40
V.	Public Comment	Group	4:45
VI.	HRSA Status Report	Laura Thomas	4:50
VII.	Overview of Interview Process	Group	4:55
VIII.	Overview of Council Responsibilities	Eric Whitney	5:00
IX.	Interview – George O. Simmons	Group	5:10
X.	Interview – Umecke (Mecca) Cannariato	Group	5:15
XI.	Interview – Curtis Wayne Baker	Group	5:20
XII.	Interview – Skye Ambrose	Group	5:25
XIII.	Interview – Derrick Mapp	Group	5:30
XIV.	Review Candidates	Group	5:35
XV.	Review New Candidate – Lara Sallee	Group	6:00
XVI.	Discussion – Training Information & Dates Mjay		6:10

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HIV Health Services Planning Council MEMBERSHIP COMMITTEE MEETING

Meeting Date: April 8th, 2002
Meeting Place: 25 Van Ness, 330A
Meeting Time: 4:30pm – 6:30pm
Members Present: Kevin Johnson; Mark Dunlop; Charles Siron; Larry Cruz; Elyse Graham; Ken Peace.
Others Present: Eric Whitney (Council Coordinator); Laura Thomas (SF DPH - AIDS Office); Edwin del Carpio (AEF); George Simmons (CCASF); Curtis Baker (Consumer); Skye Ambrose (Consumer); and Robert Owens (Council Admin Asst.).
Next Meeting: Monday, May 13th, 2002, 25 Van Ness 330A, 4:30pm – 6:30pm

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APR 17 2002

Introductions

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Review of Agenda

Amendment to the agenda, Mecca Cannariato has withdrawn her application, she will not be interviewed. The agenda was approved.

Review of Minutes

The committee approved the minutes from the last meeting.

Public Comment

Eric Whitney announced that he attended a meeting last week in Sacramento for the California Comprehensive HIV Plan (State Wide Consumer Group). Eric announced that there are available council seats for San Francisco's EMA.

HRSA Status Report

Laura Thomas reviewed the current members demographics and the open seats. There are 31 current council members, 9 vacancies; 2 mandate seats to be filled by a Title III and AETC person; needed to fill to meet the council requirements are 2 African-American unaffiliated HIV+ consumers, 2 Caucasian unaffiliated HIV+ consumers, and 1 Native-American person. Laura Thomas will be sending the report to HRSA in April concerning the current membership status of the council. See Handout – Revised Tables.

Overview of Interview Process

The committee reviewed the interviewing process to the new candidates; the candidates will be interviewed individually; after all interviews are complete the committee then would discuss the candidates. The candidates will be informed later that week if the committee will recommend them to the council.

Overview of Council Members Responsibilities

Eric Whitney reviewed the language on the front page of the Membership Application Form, explained the training process, laid out the specific demographics mandated by HRSA and the council By-laws, and the commitment level required by council members. Eric also reviewed the appointment process by the Mayor, required financial disclosure by council members, and the sunshine ordinance.

Interviews

George Simmons has lived in San Francisco for 25 years and he has worked 16 years as a HIV Service Provider. He worked at Shanti from 1983 to 1995 as a volunteer coordinator and conducted a support group. He worked at Catholic Charities from 1995 to present as a housing provider. George has been involved with the Housing Committee and I & E Committee. George's main concerns are homelessness and substance abuse. He also has been involved with HIV prevention and conducts workshops with HIV+ men with HIV- men and is familiar with the Harm Reduction Model.

Curtis Wayne Baker is from Marin and has lived in San Francisco for 15 years. He is currently a recipient of CARE funding and has found it to be very helpful. Curtis has been a volunteer at Walden House as a Substance Abuse Counselor and in Marin City as a Youth Prevention Educator.

Skye Ambrose is a HIV+ transgender woman, who has lived in San Francisco for 18 years. She is currently in the vocational rehabilitation program. Skye volunteers her time at Catholic Charities as administrative support. Her concern about HIV services is that it's difficult to navigate; she would like to assist in consolidating services, to make it easier for clients. She would like to be a liaison to the transgender community.

The committee at this point had a brief discussion about Derrick Mapp.

Edwin del Carpio has been with AEF for a year and a half as a Financial Controller; his role recently has focused on contracts and direct client services. He would like to contribute his contract and financial experience to the council. Edwin would like to assist with changing the contract and funding policy's;

focusing on eliminating duplication of services, luxury services, and to figure out how to combine services in a "one-stop-shop". He would also like to aide the council in refocusing them to the topic discussion.

Review New Candidate – Lara Sallee

The committee discussed the new candidate, Lara Sallee, who will fill the Mandated Title III seat.

Review of Candidate

Laura Thomas again reviewed the demographics of the council and the needed seats.

The committee discussed the policy of having 67% of council members HIV+. There was consensus that this policy was too strict and resulted in a loss of qualified candidates because they did not meet the demographic need. The committee decided to bring the issue to the PWA Caucus to discuss changing the policy. Laura Thomas suggest that if this was the case then the By-laws will need to be changed.

The committee then discussed the candidates that were just interviewed. After a lengthy discussion, the committee decided to recommend the following candidates to the council: George Simmons, Curtis Wayne Baker, Skye Ambrose, and Edwin del Carpio.

The committee discussed the recommendation process and presentation. The committee decided the present each candidate individual as opposed to the current process of presenting them in a group.

Adjournment

7:05pm

~~San Francisco~~
~~HIV~~ Health Services Planning Council
~~Membership Meeting Agenda~~
 May 13, 2002
 25 Van Ness 330A
 4:30 p.m. - 6:30 p.m.

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	Item	Presenter	Time
I.	Introductions	Group	4:30
II.	Review, Amendment and Approval of Agenda	Group	4:32
III.	Review and Approval of Minutes	Group	4:35
IV.	Announcements	Group	4:40
V.	Public Comment	Group	4:45
V.	Demographics of Council	Laura Thomas	4:50
VI.	Overview of Council Responsibilities	Eric Whitney	5:00
VII.	Interview -Lara Sallee	Group	5:10
VIII.	Interview -Benjamin Franklin Reid, III	Group	5:15
IX.	Interview -Christopher Scott Gomora	Group	5:20
X.	Interview - Lindy Hill	Group	5:25
XI.	Review Candidates	Group	5:35
XII.	Plan for Presentation in June 67%/40%	Group	6:10

XIII. Adjournment

6:25

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| [Membership Committee](#)
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HIV Health Services Planning Council MEMBERSHIP COMMITTEE MEETING

Meeting Date: May 13th, 2002
Meeting Place: 25 Van Ness, 330A
Meeting Time: 4:30pm – 6:30pm
Members Present: Kevin Johnson; Charles Siron; Larry Cruz; Anthony Huynh;
and, Ken Peace.
Others Present: Eric Whitney; Laura Thomas (SF DPH - AIDS Office); Lara
Sallee (Candidate); Benjamin Franklin Reid, III (Candidate);
Christopher Scott Gomora (Candidate); Lindy Hill
(Candidate); and Robert Owens (Council Admin Asst.).
Next Meeting: Mon, June 10th, 2002, 25 Van Ness 330A, 4:30pm – 6:30pm

Introductions

Public Comment

There were no public comments.

Announcements

There were no announcements.

Demographics of Council

Laura Thomas gave a brief summary of council's demographics with Skye Amborse and Curtis Baker now being on the council, and excluding Jose Villarce, who has resigned from the council. There are 33 people currently on the council, with 7 vacancies; 2 of the vacancies are mandatory seats, a Title III seat and an AETC seat. 31% of the council is female, 69% of the council is Male, and 21 out of 33 members are HIV+, comprising 64% of the council. Currently by HIV+ to race, Latinos are under represented with Jose Villarce leaving the council, African Americans are under represented, and there are no Native Americans on the council. There are 15 HIV+ unaffiliated consumers on the council, comprising 45% of the council. There are 3 HIV+ transgender women on the council, but no biological women with HIV+ on the council. In order for the council to reach the bylaws rule of 67% of the council being HIV+, 6 out of the seven vacant seats need to be filled by HIV+ individuals.

The committee then asked the candidates to wait outside while they discussed their applications. The committee read aloud the candidates applications.

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Lara Sallee – Interview

Lara Sallee has worked in HIV prevention, running an LA school based health clinic. She also has her Masters in Public Health from UCLA. When she moved to San Francisco she worked at the Haight Asbury Free Clinic for 6 years, coordinating the HIV program, later she became the director of the clinic. Lara has worked with providers, clients, DPH, contractors, and participates with the CARE coalition. Currently, Lara works as a Planner at the Community Clinic Consortium that works well to her interest in Planning and Policy. Lara's nomination will fill a HRSA-mandated seat for Title III.

Lindy Hill - Interview

Lindy Hill has been HIV+ for three years. Lindy's motivation for joining the council is to aide in the process of determining cuts in the budget. She also wants to bring her perspective to the council on women's issues, homelessness, and housing. Lindy is in substance abuse recovery; she has graduated from Walden House, and would like to use her experiences in educating the council about the clients they serve.

Christopher Gorma - Interview

Christopher Gorma has been involved in HIV for years, having his own practice, Touch Therapy, helping clients that are dying of AIDS. Christopher believes that Native Americans are under represented, under recognized, and wants to change that. A higher proportion of Native Americans are living with AIDS than any other group. Christopher is committed to help providers learn to deal with the spiritual side of clients. He has helped facilitate workshops on working with Native American people in social services. He has also worked in HIV prevention and case management.

Christopher spoke about the term, two-spirit, which means that he transcends his gender. He has a female spirit, in a male body, embodying both male and female traits. He recently has become involved with the female-to-male transgender Community and the Latino community.

Benjamin Franklin Reid - Interview

Benjamin Reid has been on a number of boards and has dealt with a lot of difficult circumstances, i.e. budget cuts. He has worked with the underserved communities, minorities, and wants to affect change. He also has extensive experience working with Providers.

The committee then discussed each candidate

The Committee unanimously endorsed all candidates that were interviewed; however, the Committee moved to withhold Christopher Scott Gamora's nomination until the Bylaws issue outlined later in the minutes is resolved. It is expected that Lindy Hill, Lara Sallee, and Benjamin Reed's nominations will be forwarded to the full council for approval at the June 24, 2002 meeting.

67% Bylaws

Eric Whitney read aloud a draft version of the recommendation of the 67% bylaw change, using the language from the bylaws. Laura Thomas gave a review of where the council is at now and where it would be with the three recommended candidates. Kevin Johnson spoke about the PWA Caucus meeting and the members against the bylaw change. Kevin Johnson suggested submitting the recommendation to change the bylaws for a vote to the council in June. Eric Whitney, at the committee's request, added the percentage change to the language in the draft recommendation. Larry Cruz made a motion to submit the recommendation to the council. Ken Pearce seconded the motion. The membership committee unanimously endorsed the proposed change to the bylaws. (*See attached.*)

Adjournment

6:30pm

- San Francisco
 ≡HIV Health Services Planning Council
 ≡Membership Meeting Agenda
 June 6, 2002 ≡
 25 Van Ness 330B
 4:30 p.m. - 6:30 p.m.

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Item	Presenter		
I.	Introductions	Group	4:30
II.	Review, Amendment and Approval of Agenda	Group	4:32
III.	Review and Approval of Minutes	Group	4:35
IV.	Announcements	Group	4:40
V.	Public Comment	Group	4:45
VI.	Matrix Evaluation	Group	5:00
	a. Roster examination of terms up for renewal		
	b. Examine attendance record for the quarter		
	c. Update of Mandated Seats		
	d. Vacant Seats Available		
	e. Review Seats Scheduled for Nominations on June 10th		
VII.	Review New Applications	Group	5:20
VIII.	Discussion: Brown Act vs. Sunshine Ordinance	Group	5:30
IX.	Discussion: Orientation & Mentorship	Group	5:40

X.	Plan for Presentation of Bylaws Motion 6/24	Group	6:15
XI.	New Business/ Next Meeting Agenda	Group	6:20
XII.	Adjournment		6:30

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HIV Health Services Planning Council MEMBERSHIP COMMITTEE MEETING

Meeting Date: June 6, 2002
Meeting Place: 25 Van Ness, 330B
Meeting Time: 4:30pm – 6:30pm
Members Present: Kevin Johnson; Charles Siron; Mark Dunlop
Others Present: Eric Whitney (Administrative Coordinator); Laura Thomas (DPH);
and Jeffrey Harding (Council Admin Asst.).
Next Meeting: Thurs, June 27, 2002, 25 Van Ness 330A/B, 4:30pm – 6:30pm

Introductions

Review, Amendment and Approval of Agenda

Agenda was approved.

Review and Approval of Minutes

Past Minutes were approved.

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Announcements

No Announcements.

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Public Comment

There was no public comment.

Matrix Evaluation

Roster examination of terms up for renewal

Examine attendance record for the quarter

Update of mandated seats

Vacant seats available. It is important to focus on Latino HIV nominees and African-American nominees.

Review seats scheduled for Nominations on June 24. Current nominations were reviewed.

Review New Applications

The two new applicants will be invited to attend the next Membership Committee meeting to be interviewed by Members. They are Richard Fuller and Randy Allgaier.

Discussion: Brown Act vs Sunshine Ordinance

Mark Dunlop questioned the application of the Brown Act vs Sunshine Ordinance and which applied. In the past, Membership has held closed executive sessions. MD will investigate the ordinances and clarify the situation.

Discussion: Orientation & Mentorship

Discussion on when and where to hold the next training. EW suggested that dates be picked and other committees encouraged to attend. Date suggestions: Monday, July 15 or Tuesday, July 16, morning. A similar agenda as the last training was suggested, including Roberts Rules of Order.

Plan for Presentation of Bylaws Motion

The committee has decided to present the By-Laws change first to the Council on the June 24 Meeting, then the new nominees will be presented after the bylaws change has been determined.

New Business / Next Meeting Agenda

- Review Orientation Projects
- Interviews with current nominees
- Discussion on July Nominees

Adjournment

- San Francisco
 HIV Health Services Planning Council
 Membership Meeting Agenda
 June 27, 2002
 25 Van Ness 330B
 4:30 p.m. - 6:30 p.m.

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Item	Presenter	Time
I. Introductions	Group	4:30
II. Review, Amendment and Approval of Agenda	Group	4:32
50 III. Review and Approval of Minutes	Group	4:35
102 IV. Announcements	Group	4:40
V. Public Comment	Group	4:42
VI. Interview New Council Applicants	Group	4:45
* Randy Allgaier		
* Trevor Boubouneau		
* Richard Fuller		
* Mary Lawrence Hicks		
VII. Matrix Evaluation	Group	5:30
* Terms up for renewal 7/2/02		
o Brad Hume		
o Cecilia Chung		
* Examine attendance record for the quarter (3/02 - 5/02)		
* Update of Mandated Seats		
* Vacant Seats Available		
* Review Nominations for July 8, 2002 Council meeting		
VIII. Review New Applications	Group	5:50
IX. Discussion: Block Nomination Motions vs. Individual Nomination Motions		
X. Discussion: Orientation & Mentorship	Group	6:10
XI. New Business/ Next Meeting Agenda	Group	6:20

XII. Adjournment

6:30

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San Francisco

HIV Health Services Planning Council

MEMBERSHIP COMMITTEE MEETING

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APR 15 2004

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Meeting Date: June 27, 2002

Meeting Place: 25 Van Ness, 330B

Meeting Time: 4:30pm - 6:30pm

Members Present: Larry Cruz, Mark Dunlop, Kevin Johnson, Ken Pearce, Mjay Sanders.

Others Present: Randolph Allgaier, Trevor Bougouneau, Mary Lawrence Hicks, Laura Thomas (DPH); and Tricia Turner (Council Admin Asst.).

Next Meeting: TBD, 25 Van Ness 330A/B, 4:30pm - 6:30pm

Introductions

The group introduced themselves. Review, Amendment and Approval of Agenda Agenda was approved, with one spelling correction.

Review and Approval of Minutes

Past Minutes were approved.

Announcements

Mjay Sanders has two free tickets to the Gay Men's Chorus this Friday.

Public Comment

There was no public comment.

Interview of New Council Applicants

The committee suggested creating a standard question sheet to create continuity among interviews. This will be an item for the next membership agenda. Richard Fuller was not present at the meeting for his interview. Trevor Bougouneau Unaffiliated Consumer, Actor, Ballet Dancer, Nurse, politically active person. Trevor moved to the Bay Area 16 years ago, and is currently active with International Action Center, Commemoration Committee for the Black Panther party, POWER (People Organized to Win Employment Rights). Being someone who actively uses services, he could offer valuable suggestions and recommendations for the Council. He sees room for change with the current services which he utilizes. He is willing to commit the required hours to the Council.

Randy Allgaier Past consumer of CARE services, however, will be a consumer again in August. Randy would also represent non-elected community leaders. He began work with HIV Services as a Board member for Shanti in the late '80s. In 1995, he worked as the Director of HIV Advocacy Network in the Public Policy department of the SF AIDS Foundation, and retired from that position in 2000. Additionally, Randy served on the Board of Human Rights Campaign and currently serves as the Board

President of PAWS. He wants to be involved with the CARE Council, because he has seen how the Council's work affects so many people. As he sees upcoming cuts, he can offer his wealth of knowledge and experience. He is willing to commit the required hours to the Council.

Mary Lawrence Hicks Mary Lawrence has lived in SF for 8 years, and has worked with people with HIV since that time as a Nurse Practitioner. Mary Lawrence would fill the mandated seat for an AETC representative. She is currently working at Ward 86, Tenderloin AIDS Resource Center and AIDS Education and Training Center (AETC). She is very interested in the way that the Council works, especially coming from the perspective of a provider. Mary Lawrence is a former Board member of MCC, and Lunacy. She is willing to commit the required hours to the Council.

Discussion

There are 38 people on the Council (including those whose nominations are enroute to the mayor's office and those who are possibly leaving). The Council is lacking sufficient membership of HIV + Latinos, but is doing well on filling seats with African American unaffiliated consumers. The only mandated seat not filled is the AETC seat, which Mary Lawrence Hicks would fill. The committee discussed the candidates' qualifications. The committee would like to move that all candidates be forwarded for nomination to the Council.

Matrix Evaluation

The committee postponed Edwin del Carpio's nomination at this time because of changes to his current agency affiliation. The committee may review his application at a later date. Felicia Elizondo emailed the Council with news that she was not able to participate fully with meetings because she is not able to take time off of her new job. As the committee would like her to stay on, they recommended she take a leave of absence until she can change her schedule at her new job. Wayne Peace has not responded to any of the Council's correspondence regarding his attendance or desire to stay with the Council. Staff will mail a letter stating if they receive no word in 30 days from the date of letter, the Council will assume he has resigned. Fernando Gomez-Benitez will forward the Council a letter of resignation with a recommendation for his replacement.

Discussion: Block Nomination Motions vs. Individual Nomination Motions

At the previous Council meeting, members voiced concern about the block vs. individual nomination voting issue. Some members suggested to continue with individual voting as to give Council members the opportunity to raise issue with individuals instead of rejecting the entire block. The co-chairs explained that the job of the Membership Committee is to bring forward a good ballot that is consistent with the needs of the Council. The committee would like the Council to vote on this at the next meeting (7/8/02).

Discussion: Orientation & Mentorship

Monday July 15 and Tuesday July 16 are scheduled for the orientation, and the rooms are booked.

New Business / Next Meeting Agenda

No new business. The next meeting is August 1, 2002.

Adjournment

The meeting was adjourned at 6:40pm.

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- San Francisco

HIV Health Services Planning Council
Membership Meeting Agenda
August 1, 2002
25 Van Ness 330B
4:30 p.m. - 6:30 p.m.

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Item	Presenter	Time
1. Introductions	Group	4:30
2. Review, Amendment and Approval of Agenda	Group	4:32
3. Review and Approval of Minutes	Group	4:35
50 4. Announcements	Group	4:40
5. Public Comment	Group	4:42
02 6. Membership Changes/Recommendations	Group	4:45
• Fernando Gomez-Benitez		
• Felicia Elizondo		
7. Matrix Evaluation	Group	5:00
• Terms up for renewal 7/2/02		
• Brad Hume		
• Cecilia Chung		
• Examine attendance record for the quarter		
• Update of Mandated Seats		
• Vacant Seats Available		
8. Review New Applications	Group	5:50
• Jose Rodriguez-Sanabria		
9. Discussion: Bylaws	Group	6:00
10. Follow Up: Orientation & Mentorship	Group	6:10
11. New Business/ Next Meeting Agenda	Group	6:20
12. Adjournment		6:30

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HIV Health Services Planning Council
MEMBERSHIP COMMITTEE MEETING

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APR 15 2004

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Meeting Date: August 1, 2002

Meeting Place: 25 Van Ness, 330B

Meeting Time: 4:30pm - 6:30pm

Members Present: Mark Dunlop; Ken Pearce.

Others Present: Brian DiCrocco; Edwin del Carpio, Laura Thomas (DPH); Eric Whitney
(Administrative Director); and Tricia Turner (Council Admin Asst.).

Next Meeting: September 9th, 25 Van Ness 330A/B, 4:30pm - 6:30pm

Introductions

The group introduced themselves.

Review, Amendment and Approval of Agenda

01 Agenda was approved with one change: Terms of Renewal was moved to Review New Applications.

02 **Review and Approval of Minutes**

There were some minor changes to the minutes. Amended Minutes were approved.

Announcements

Eric announced that the People Living With HIV Advisory Committee is holding a community forum at the LGBT Community Center on Tuesday night, August 6th, at 6:30pm.

Public Comment

Edwin del Carpio stated that Kevin Johnson had asked him to visit the membership committee to update the group on his current affiliation. He is working part time at THC and will be sitting on the TARC Board in July. Further discussion on his application was moved to later in the agenda under new nominations.

Membership Changes/Recommendations

Brad elected to reapply and membership decided to forward his recommendation for the full Council's vote. Ken suggested the committee begin working on consistency with their process of reappointment and appointment. All new applicants must first have attended a full Council meeting before coming to membership. There should be some means for the full council to review applications and send their comments to membership prior to applicants meeting with membership. When a Council member submits their application for re-appointment, the committee will look at their attendance record and council involvement, and accordingly will decide to forward his/her name to the Council. The committee discussed acknowledging service of retiring members. They will discuss this further after prioritization.

Attendance Records

There is currently no regular process for enforcing attendance policies. Attachment A of the Bylaws should be policies and procedures, not ByLaws. After prioritization, the committee would like to develop solid policies and procedures for membership matters.

Update of Mandated Seats

The Council is doing well with their mandated seats. Mary Lawrence filled the AETC seat; Lara Sallee filled the Title III seat.

ByLaws

At the next meeting, the committee will further develop policies and procedure.

Orientation/Mentorship

Ken noted that while the recent orientation successfully trained 6 new members: there are still folks who have not attended an orientation. Eric suggested holding another orientation in October. Mark introduced the "mentor" concept and suggested that after a year's service, Council members should be required to serve as a Mentor to new members. This issue will be discussed further when looking at policies and procedure.

New Business / Next Meeting Agenda

September agenda: Develop Policies & Procedures. The next meeting is September 9, 2002.

Eric recommended that for the future the group meet at PRC, as all membership files are located there. Given the presence of only two members and the absence of one co-chair this recommendation was tabled for discussion at next month's meeting.

New Nominees

Edwin del Carpio explained that he is back in the AIDS industry, working part time at Tenderloin Housing Clinic. Ken ask him about his leaving AEF. He stated that he was let go from AEF purely because of funding issues. Further there was no controversy with his leaving because his work there was impeccable. He stated that four or five of the AEF Board members would be most willing to give him positive references. He will soon sit on TARC's Board of Directors, as Treasurer. The TARC Board meets only once per month. His position as Treasurer will require significant work to learn how their finances work. Ken explained that the Council is primarily looking for consumers at this point, given the number of mandated seats that are filled by non HIV+ individuals.

Adjournment

The meeting was adjourned at 6:40pm.

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San Francisco
 =HIV Health Services Planning Council
 =Membership Meeting Agenda
 September 9, 2002
 25 Van Ness 330A
 4:30 p.m. - 6:30 p.m.

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Item	Presenter	Time
1. Introductions	Group	4:30
2. Review and Approval of Agenda	Group	4:32
3. Review and Approval of Minutes	Group	4:35
50 4. Announcements	Group	4:40
02 5. Public Comment	Group	4:42
6. Interview New Applicants	Group	4:45
* Jorge Rodriguez, Mission Neighborhood Health Center		
7. Membership Changes/Recommendations	Group	5:00
* Wayne Peace		
8. 3-Year Plan Goals & Objectives for Membership	Group	5:30
9. New Business/ Next Meeting Agenda	Group	6:20
10. Adjournment		6:30

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**HIV Health Services Planning Council
MEMBERSHIP COMMITTEE MEETING**

DOCUMENTS DEPT.

APR 15 2004

Meeting Date: September 9, 2002

Meeting Place: 25 Van Ness, 330A

Meeting Time: 4:30pm - 6:30pm

Members Present: Charles Siron; Randy Allgaier; Kevin Johnson; Mark Dunlop; Anthony Huynh

Others Present: Jorge Rodriguez (Mission Neighborhood Health Center); Eric Whitney (Administrative Director); and Tricia Turner (Council Admin Asst.).

Next Meeting: October 14, 2002, 25 Van Ness Ave., Rm. 330A

SAN FRANCISCO
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50 Agenda was approved as written.

02 **Review and Approval of Minutes**

The approval of the minutes was postponed.

Announcements

There were no announcements.

Public Comment

There was no public comment.

Interview - New Applicant

Jorge Rodriguez introduced himself. He moved to San Francisco in 1995, after working in the hotel management industry in San Juan. He started his work as a volunteer for SF AIDS Foundation, and eventually connected with Mission Neighborhood Health Center (MNHC). He started working at MNHC in 1997, and loves his job. As Health Educator, he assesses a client's situation and directs them to other relevant services. His position acts as an access point for other services within the Center. MNHC offers complementary care, Peer Advocacy, and a number of other valuable services. Fernando Gomez referred Jorge Rodriguez to fill his Council seat. When asked about his hourly commitment to the Council, he anticipates being able to make the required hours.

The committee discussed the new applicant. Kevin Johnson spoke in favor of moving the recommendation for the full Council's vote. He has a wealth of information, and can offer the Council a valuable perspective. He's a "pot of gold". In the last three months, the Council has lost three Latino members. Randy Allgaier made a motion to forward the recommendation to the Council; Charles Siron seconded. The vote was unanimous.

Membership Changes/Recommendations

Re: Wayne Peace

The Planning Council staff sent Wayne Peace a letter asking for him to contact the Co-Chairs if he was still interested in sitting on the Council. He sent an email to the full Council about his absence, but did not directly contact the Membership Committee Co-Chairs, or show up at this meeting to discuss his status. Due to his lack of response, the committee will assume he no longer wishes to sit on the Council.

Attachment A of the Bylaws

The committee reviewed Attachment A of the Bylaws. In section 11, "stipends" should be changed to

"reimbursements". Due to HRSA requirements regarding volunteerism, the group should clarify what is reimbursable. For now, the group will leave the ByLaws as they are, but will work on this in the months ahead.

The committee agreed that much of the ByLaws attachment should not be in the ByLaws, but should be separated as Policies and Procedures. Eric suggested that each committee develop policies and procedures, which would be approved by the full Council.

3-Year Plan Goals & Objectives for Membership

The goal of this committee is to overview attendance, orientation, and membership changes and recommendations. Eric mentioned that at the HRSA meeting, other EMAs surprisingly reported that Mentorship programs did not work. Discussion ensued regarding mentorship ideas. Randy Allgaier suggested that the Council have a time and space for new members have a regular meeting to brief and de-brief: a new-member group. Kevin Johnson recommended that new members attend the regular 2 required meetings per month, plus three consecutive Membership Committees.

Randy Allgaier suggested finding out why people are not as vested in the Council. Without knowing why people do not attend, the Council cannot improve attendance problems. Currently, Council members are not asked what committees they will attend at orientations. Randy suggested encouraging new members to attend all of the committees to see where they fit.

The committee would like to make a requirement to shape up committee attendance. Eric gave numerous examples of how other EMAs are working on improving committee attendance. In Housing Committee, the group discussed how other service categories need a committee. Without a certain amount of expertise, the Council may not be well informed enough to make decisions.

The I & E Committee is often intimidating because of their vast knowledge base and the language used. Consumers offer a specific area of expertise that should not be overlooked. The Membership Committee should provide a mechanism for Consumers to feel more comfortable and effective in committees. There is no clear training on Robert's Rules of Order, which can make meetings confusing and intimidating. Kevin suggested using the PLWH Advisory Committee to assist with this process.

At the HRSA Conference, Eric asked for training videos to assist with orientations. If these are not available, the Council could look at creating these in-house. Mark suggested having a backlog of applicants, so that replacing empty seats could be expedited.

Eric also mentioned that the Council has many expectations from the Mayor's office, but does not reach out to his office to keep him informed of the Council's work. Randy suggested meeting with a liaison in the Mayor's office on a regular basis. The committee moved this issue to Steering.

The issues that were to be dealt with by the Community Action Committee still need to be handled. Eric assumes that HRSA cut the money because San Francisco does not utilize their technical assistance, or work with them cooperatively. HRSA wants more trained unaffiliated consumers.

Eric mentioned that HRSA has a RARE program (Rapid Assessment and Response Evaluation). EMAs could volunteer as a demonstration project. HRSA identifies not-in-care populations. By working more cooperatively with HRSA, the SF EMA has a better chance of receiving funding.

Kevin suggested having a regularly scheduled monthly training at Membership Committee. Consistently training new members is a goal, and holding general trainings for the Council should be an objective.

Last year, the Membership Committee had identified creating outreach materials. This committee could work on this further.

The committee discussed possible membership goals for the 3-Year Plan. Eric encouraged the group to contact him with more ideas for the goals.

Council Member Attendance

Protocols and Procedures

Find a successful Method for Mentoring

Outreach to the Mayor's Office; inform their Office of Council activities

Consistently Training new members

Leadership Training and nurturing that

Improve Training Materials (i.e. videos)

Utilize HRSA Technical Assistance

Explore and Investigate HRSA Training Materials regarding Retention and Training

New Business/Next Meeting Agenda

* Develop Policies and Procedures-Review ByLaws

Adjournment

The meeting was adjourned at 6:30 pm.

Approved 10/14/02

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San Francisco
 HIV Health Services Planning Council
 Membership Committee Meeting Agenda
 October 14, 2002
 25 Van Ness, Rm. 330A
 4:30 p.m. - 6:30 p.m.

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Item	Presenter	Time
Introductions	Group	4:30
Review, Amendment and Approval of Agenda	Group	4:31
Review and Approval of Minutes	Group	4:43
50 Announcements	Group	4:45
02 Public Comment		4:50
Shared Values & Vision - Review	Kevin Johnson	4:55
Committee Assignments	Kevin Johnson	5:25
New Member Trainings - Discussion	Group	5:40
Policies and Procedures Development	Group	6:00
New Business/Next meeting agenda		6:20
Adjournment		6:30

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Meeting Date: October 14, 2002

Meeting Place: 973 Market Street, 6th Floor

Meeting Time: 4:30pm - 6:30pm

Members Present: Kevin Johnson (Committee Co-Chair); Brad Hume; Skye Ambrose; Larry Cruz; Anthony Huynh; Charles Siron; Dirk Doepfner.

Others Present: Eric Whitney (Administrative Director); and Tricia Turner (Council Admin Asst.).

Next Meeting: November 11, 2002, Location TBD

Review and Approval of Agenda

Agenda was approved.

Review and Approval of Minutes

The minutes were approved as written.

Announcements

Eric Whitney attended the State planning group meeting last week. He reported that much of the discussion developed into ensuring funding for employment programs across the State. He insisted that there be goals and objectives to assess the position of PLWHs within the continuum of care.

Public Comment

There was no public comment.

Shared Values & Vision - Review

Kevin invited new members and those with low attendance to this meeting to discuss why they have not been attending regularly. This request came out of the membership committee in trying to maintain a balance for public contact and personal contact. Most members did not RSVP. Skye mentioned that she has attended some committee meetings, but has not decided on any committee commitment. She would like to attend other committees before making any final decision. Discussion ensued regarding training and available funding for technical assistance. Last month, this committee discussed how this committee could be a forum for training new members. Kevin asked the group to read the Shared Values and Visions and identify items that could be incorporated into this committee's work.

Committee Assignments/ Policies & Procedures Development

Kevin mentioned that committees lack a presence of PLWH. Often committees (e.g. I & E) are intimidating. He explained that consumer expertise cannot be substituted with provider input in committee meetings. Brad stated that the Shared Values and Visions document should be a part of the regular decision making process of the Council. Recruiting members that are dedicated to the Values is integral to the work of the Membership Committee. Recruiting, maintaining, training, encouraging members is a responsibility of this committee. The spontaneity of HIV can complicate attending meetings on a regular basis. Kevin suggested that folks attend all the meetings to decide which committee they want to dedicate their time to. The Housing Committee, Membership Committee and PLWH Advisory Committee have seen a significant drop in attendance. The I & E Committee is the only committee that sees regular attendance, and that is where consumers are not the majority of the turnout. Charles Siron suggested that the Council use the Compass Point vouchers and HRSA's training programs. Larry Cruz explained that training is essential to recruiting consumers. Understanding what happens in meetings generates interest. Voting is determined by who is present, when matters should be considered by the full Council. Dirk appreciated the orientation, and suggested using this tool. Larry

suggested trainings focused on how to read a financial spreadsheet, and Robert's Rules of Order, how to be an effective committee member.

Brad suggested that a binder be created, including a glossary of terms, cheat sheet for Robert's Rules, expectations as a member and repercussions for not fulfilling the requirements. Trainings should occur on a quarterly basis. Skye mentioned that attending meetings has helped her understand the process. Eric announced that these issues have been raised throughout the years. He asked that the committee ask folks to attend and be trained before they apply for membership. He suggested that people fulfill attendance requirements before their names are forwarded to the Council for a vote. The group agreed that certain trainings and orientations should be calendarized. Charles would like Council staff to develop policies and procedures for this group.

Anthony asked that the group look at the ByLaws and implement that policy. Enforcement will help the problem. He explained that the time of the meetings is difficult, especially if a member is a provider. It is impossible to arrange meetings that accommodate the schedule for all 40 members. Brad mentioned that members agree to attend the required hours when they apply, and should be held accountable for that agreement. He suggested that a phone call is personal and could function in accord with a letter.

Larry would like to see accountability enforcement, and mandatory, specific policies and procedures. Excused absences should be noted, and treated differently than unexcused absences. Anthony suggested that in the second month of a quarter, a committee member contact absent members before they are in violation of the ByLaws attendance requirements.

At the February retreat, Council members signed up for committees. Eric recommended that the Membership Committee assign new members to a committee, and require an explanation when they are not able to attend. If a member does not know which committee to attend, they could be assigned to Membership Committee. Brad reported that at this month's I & E Committee, the group discussed that the full Council used to meet twice per month. Often, committee work is scrutinized at the full Council anyways, which raises the question of whether the current system is effective.

When the Council stopped meeting twice per month, the current committee expectations were developed. When a recommendation was brought to the full Council, an affirmative vote was expected.

The committee requested staff develop Policies and Procedures for membership. Larry suggested that staff look at calendarizing training, reviewing applications, and retention issues. The Prevention Council only appoints members twice per year. Training could be combined with social events. Dirk mentioned that before he was appointed, he was asked to attend two full Council meetings, and all of the committees to see where he fit best. He suggested that time sensitive projects require two committee meetings per month.

The committee should look at those who also do not attend the full Council. Eric would like to look at those folks who are attending a range of committees, and ask them to commit to attending one regularly. The committee discussed developing expectations regarding communicating with Council staff if members are ill. Brad expressed using the phone as a tool to reach out to members, instead of letters and emails.

Tricia will work on arranging a roster this week. Eric explained that there must be an avenue for folks to get in touch with Public Officials. Rosters could be mailed, instead of distributed at the Council meetings. The yahoo group allows for compliance with the Sunshine Ordinance.

New Member Trainings - Discussion

Kevin suggested that the Membership Committee act as a venue for trainings for members on a regular basis. The committee concurred. Robert Rules of Order should be reviewed at this meeting. The committee decided that the next training will be arranged for either November or December. Brad would like the committee to announce to new applicants that members meet twice per month in the summer, as this is not happening now. Larry suggested not reviewing applications right before prioritization. Kevin asked for Membership Committee members reach out to new members on a regular basis. Eric suggested that the Council approve a calendar and plan for the next year's work. That way, members are fully informed about their expectations in the year to come

Eric asked the group to look at training for new folks, training for people who take on leadership roles for the Council, and overall training along the broad spectrum at Membership Committee meeting and/or the Council.

New Business/Next Meeting Agenda

- * Review staff's draft of Policies and Procedures

Adjournment

The meeting was adjourned at 6:30 pm.

Draft

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- San Francisco
 = HIV Health Services Planning Council
 = Membership Committee Meeting Agenda
 November 11, 2002
 Positive Resource Center
 973 Market Street, 6th Floor
 4:30 p.m. - 6:30 p.m.

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Item	Presenter	Time
Introductions	Group	4:30
Review and Approval of Agenda	Group	4:31
TRAINING - Travis Barrick, JD, MPA, PRP		4:33
* Robert's Rules of Order & Meeting Procedures		
5 Review and Approval of Minutes	Group	5:33
2 Announcements	Group	5:35
Public Comment		5:40
Update on Attendance Quarterly Report	Group	5:45
Policies and Procedures Review of Draft	Group	5:55
New Business/Next meeting Agenda		6:20
Adjournment		6:30

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San Francisco
 HIV Health Services Planning Council
 Membership Committee Meeting Agenda (DRAFT)
 May 12, 2003
 25 Van Ness Ave., Rm. 330
 4:30 p.m. - 6:30 p.m.

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Item	Presenter	Time
Introductions	Group	4:30
Review and Approval of Agenda	Group	4:32
Review and Approval of Minutes	Group	4:35
Announcements	Group	4:38
Public Comment		4:40
Update on Matrix Make-up	Group	4:45
Membership Attendance: Update	Group	5:00
Solidify Training	Kevin/Mark	5:08
Address Latino and Medi-Cal	Kevin/Mark	5:12
Develop Call Chain	Kevin/Mark	5:15
Review Draft letter to Medical	Kevin/Mark	5:20
Review By-laws attach A	Kevin/Mark	5:30
Call for Nominations for new Chairs	Group	5:45

New Business/Next Meeting Agenda	Group	5:50
Adjournment		6:00 - 6:30

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- San Francisco
HIV Health Services Planning Council
MEMBERSHIP COMMITTEE MEETING
= Meeting Minutes

Meeting Date: May 12, 2003
Meeting Place: 25 Van Ness Ave., Rm. 330A
Meeting Time: 4:30 p.m. - 6:30 p.m.
Members Present: Kevin Johnson (Committee Co-Chair); Mark Dunlop (Committee Co-Chair); John Conley; Ken Pearce.
Others Present: Brad Hume; Charles Siron; Alison Clayton; Mjay Sanders; Jorge Rodrigez, Ken Pearce; Laura Thomas (AIDS Office); Jessica Berman (Shanti).
Next Meeting: June 9, 2003 (25 Van Ness Ave., Rm. 330 A or B)

Introductions

Alison Clayton, County of Marin will be attending meetings and filling the seat previously held by Karen Wuopio.

Review and Approval of Agenda

The agenda was amended to include a review of Nona Nangalama's application.

Review and Approval of Minutes

The review and approval of the minutes from the April 2003 meeting were tabled until next meeting because they were unavailable.

Announcements

There were no announcements.

Public Comment

There was no public comment.

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Update on Matrix Make-up

Discussed the communication Michelle Long-Dixon received from HRSA about the Council's low percentage of Latino/Latina participants and the need for a Medi-Cal representative.

Membership Attendance - Update

Mark Dunlop discussed the 'loopholes' in current policies that allow members repeat chronic absenteeism without losing their membership. He asked about the Council's authority to remove members, and how other commissioned bodies deal with this issue. Mark will conduct some research and then prepare a draft letter (addressed to the Mayor's office) that will identify the council member by name, will highlight the absenteeism, and recommend removing the member from the council. After the membership committee finalizes the letter it will be forwarded to the Steering Committee (for approval by the Council).

John Conley observed that people often join the council and become disillusioned when they learn about the limits of their influence and that this is a major reason for lack of attendance; he recommended that this issue should be addressed at all levels of recruitment and in Council trainings. Laura Thomas concurred with John's observation and stated that people are often drawn to the Council because they 'want to influence change', and are then faced with the reality of making difficult decisions such as making funding cuts. It was noted that this is an issue to be aware of as the Council moves forward with its recruitment activities—a few seats on the council won't dramatically affect the funding structure in

the city.

Council support was asked to prepare a Member attendance report for the next meeting. Once members who are in violation are identified, they will be contacted by Brad Hume, Ken Pearce and Charles Siron. Laura Thomas recommended assessing the reasons for the lack of attendance (e.g. personal/health or something that is directly related to the Council); this may be helpful in upcoming training sessions.

Council support will contact all members and ask them to identify their home committee; this list will then be sent out on the Yahoo!group. Mjay Sanders recommended examining the attendance history, and expertise, of members who do not choose a committee, and then using this information when assigning them to a committee.

Discussion brought to light questions that included:

- Can a member chair a committee that is not their home committee? With the rule that at least one chair must be HIV + the committee decided that this is acceptable; and where there is no positive committee member to chair a committee, one of the two seats can be held by a member with the understanding that the open chair must be held by someone who is positive.
- It was also decided that a member may chair more than one committee; however a member can only have one home committee and this is what is used for tracking attendance.

Solidify Training

There are at least six new members who need to attend a training/orientation. Kevin Johnson recommended that the Council offer three trainings (one during the day, one at night, and one on the weekend) to accommodate people's schedules.

Brad Hume summarized that the co-chairs and Mark Dunlop are meeting with Carol Kleinmaier (Director of the Shanti National Training Institute) on Wednesday morning about the Council's training needs. He apologized for the short notice about the meeting and will do his best to provide more notice of future meetings.

Latino and Medi-Cal Issues

The recent submission to HRSA highlighted that council doesn't have a Medi-Cal representative or sufficient Latino representation; someone at HRSA recently contacted Michelle Long-Dixon about these two issues. Laura Thomas distributed information at the Membership committee's April meeting about this; she estimated that three or four new Latino/a members are needed to fill the quota, and she stressed that this recruitment must be completed by September 1, 2003.

The recruitment and outreach ideas discussed included:

- 1) Outreach through established contacts
 - Jorge Rodriguez committed to recruiting new members, and publicizing the council's need for Latino/a representation, by contacting former Council members and colleagues. Others, such as Laura Thomas, also commented that they will do the same.
- 2) Outreach to organizations, institutions and unaffiliated consumers
 - The committee will distribute a bilingual flyer to organizations that service Latino/a clients
 - A letter will also be written to the Executive Director of these, and other, organizations that will ask for the issue/need to be publicized to via case managers to their clients, staff and colleagues. Some of the organizations specifically identified were Project Inform, Instituto, the San Francisco AIDS Foundation and the LGBT Community Center.
 - Placing an advertisement in publications such as the BAR was also suggested.

- The upcoming community forums were mentioned, and Ken Pearce will also bring this issue to the next Community Outreach & Advocacy committee meeting.
- It was also suggested that a list of organizations that work with specific communities be developed and maintained for recruitment and outreach activities.

Laura Thomas also responded to questions about the requirement that the council must have a Medi-Cal (state) representative, and this seat is currently vacant. She explained that the main Medi-Cal office is in Sacramento—this where the policy decisions are made—and that there are also regional offices that deal with the ‘day-to-day’. She also explained that HRSA is somewhat understanding because Medi-Cal has no legal requirements to provide representation on commission bodies (such as the Council) that are mandated to have Medi-Cal representation.

The subsequent discussion summarized that an ideal candidate will have knowledge of, and interest in, HIV issues as well as policy knowledge. This candidate can be from any California Bay Area county or city (such as Sacramento). Members discussed finding an interim representative, who might not have the desired qualifications, but fulfill the requirement. Members discussed that finding this replacement was one of the tasks that had been assigned to Eric Whitney. In June, Ken Pearce will contact Jeff Byers (State Office of AIDS) for assistance in determining a Medi-Cal point person, as well as asking for help in finding potential candidates. The council must find a representative by September 1, 2003.

Laura Thomas also recommended contacting HRSA to demonstrate that the council is taking action on these two issues; she also stressed the September 1st deadline.

Develop Call Chain

In response to frequent absenteeism, and the amount of work currently being done by the membership committee co-chairs, Kevin Johnson recommended developing a ‘call chain’ to distribute information. The committee seconded the idea and it Kevin will assign each member a list of people that they will be responsible for contacting. (It was noted that only 16 of the Council’s 34 members were at the April council meeting.)

Review Draft letter to Medi-Cal Kevin Johnson distributed copies of the draft letter to Medi-Cal; committee members will email their suggestions to him, and he will send out the letter and report back to the committee at the June meeting

Review By-laws Attachment A

A brief discussion determined that because the council had approved the changes at the April meeting, the only formatting changes are required. Council support, under the guidance of Brad Hume, will make the edits.

Call for Nominations for new Chairs

Both Kevin Johnson and Mark Dunlop will continue as co-chairs until September, when new chairs will be elected.

Application Review

The members reviewed Nona Nangalama’s application and the subsequent discussion highlighted the need for women (especially positive and women of color) on the committee. It was also noted that she has attended two recent council meetings, and that she listed two current council members as references (Randy Allgaier and Donald Frazier).

All the committee members agreed that she is a viable candidate. Brad Hume recommended that initial contact with a potential member should be made by one of the committee chairs; and Kevin Johnson will call and invite her to the June meeting.

Next Meeting

The next Membership Committee Meeting will be held on Monday, June 9, 2003 from 4:30 p.m. - 6:30 p.m; and subsequent meetings will continue to be held on the second Monday of each month.

New Business/Next Meeting Agenda

- Review and approval meeting minutes
- Member Attendance Report
- Update on the Letter to Medi-Cal
- Nona Nangalama (potential member interview)
- Assign members to home committees
- Training update

Adjournment

The meeting was adjourned at 6:35 pm.

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San Francisco
HIV Health Services Planning Council
Membership Committee Draft Agenda
Monday, June 9, 2003
25 Van Ness Ave., Room 330 B
4:30 p.m. - 6:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:35
3. Review/Approve Minutes	Group	4:40
4. Announcements	Group	4:45
5. Public Comment	Public	4:55
6. Member Attendance Report <i>Identify Council members who are in violation of the Council's attendance by-laws.</i>	Com. Co-Chairs	5:15
7. Update on the Letter to Medi-Cal	Ken Pearce	5:25
8. Review new membership application(s) - <i>Walter Miller Jr.</i>	Group	5:55
9. Home committees <i>Discuss whether a committee co-chair's home committee (what is tracked for attendance) must be the same committee or if it can be a different committee. Approve a recommendation to take to the Steering committee meeting on 06/14/03 on the home committee co-chair question. Review quorum rules.</i>	Group	6:10
10. Member Recognition Activities <i>Discuss ways in which the Council can thank, and recognize contributions of, members who are resigning.</i>	Group	6:15
11. Training update <i>Update on training preparations and calendar dates and times</i>	Group	6:20
12. Reschedule July committee meeting <i>Reschedule July Membership committee meeting because of the conflict created by the additional Council meeting; both meetings are scheduled for July 14, 2003.</i>	Group	6:25
13. Next meeting date & agenda items • Nangalama (potential member interview)	Group	6:30Nona

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

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San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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**HIV Health Services Planning Council
Membership Committee Meeting Agenda (DRAFT)
Monday, July 9, 2003
25 Van Ness Ave., Rm. 330 A
4:30 p.m. - 6:30 p.m.**

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Item	Presenter	Time
1. Introductions	Group	4:30
2. Review and Approval of Agenda	Group	4:35
3. Review and Approval of Minutes	Group	4:40
4. Announcements	Group	4:45
5. Public Comment	Public	4:50
6. Member Attendance Report	Committee Co-chairs	4:55
<i>Identify Council members who are in violation of the Council's attendance by-laws.</i>		
7. Membership Recognition Activities	Group	5:10
<i>Discuss ways in which the Council can thank, and recognize contributions of, members who are resigning</i>		
8. Interview with Nona Nangalama	Group	5:20
9. Interview with Walter Miller Jr.	Group	5:35
10. Interview with Allison Clayton	Group	5:50
11. Interview with Victoria Flood		6:05
12. Training update	Group	6:20
<i>Update on training preparations.</i>		
13. Review of Letter to Benjamin Reid	Group	6:25
<i>Update on training preparations, calendar dates and times</i>		
14. Next meeting date & agenda items	Group	6:30

Adjournment

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*HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109*

*市立健康服務計畫委員會
730 波爾克街 三藩市 加州 94109*

*San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102*

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~~San Francisco~~
- HIV Health Services Planning Council
= Membership Committee Draft Minutes
Monday, June 9, 2003
25 Van Ness Ave., Room 330 B
4:30 p.m. - 6:30 p.m.

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Council Members in Attendance: Charles Siron, Randy Allgaier, John Conley, Ken Pearce Jorge Rodriguez, Kevin Johnson (Co-chair), Brad Hume

In Attendance: Laura Thomas (AIDS Office), Leah Crask (Council Adm. Asst.)

Absent- Mark Dunlop

Review/Approve Agenda

The agenda was approved.

Review/Approve Minutes

The minutes were approved.

Announcements

There were no announcements.

Public Comment

There was no public comment.

Member Attendance Report

The membership attendance report was not prepared so a discussion of known membership issues ensued. Randy Allgaier asked if there is a process to check with the members who have left the Council, similar to an exit interview, to help with retention and recruitment ideas. One challenge is connecting with prior Council members after they have left the Council. The point was made that it is beneficial to get information when people leave and the Membership committee should intervene more quickly, ideally before people leave the Council. Also when a seat is designated by an agency the committee should contact the agency to fill the seat.

The attendance report was tabled until next meeting.

Laura Thomas gave an update on Council Membership. Currently by her count the Council has 30 members out of 40. The biggest area where the Council needs to recruit more members is Latinos. Latinos should make up 13% of council and 13% of people living with HIV, and unaffiliated consumers. Now there are only 2 Latinos on the Council which is 7%, with Larry Cruz leaving there will be no Latinos living with HIV, so this is the biggest area which needs to be improved. The Council currently has 1 Asian Pacific Islander and no Native American's, the goal is to have 4% API and the Council is at 3% so that is very close. The goal for Native Americans is 1% but the Council currently has 0%. Out of the 30 members, 17 or 57% are HIV positive, this meets the Council's goal but it is not as high as it has been in the past. In terms of consumers: 13 members are living with HIV and have no conflict of interest, this is 43% of the Council and is above 33% minimum. Again the strongest need in this area is Latinos. Unaffiliates by gender are 12 male and 1 female, making females 8%, and in terms of HIV prevalence it is only 6% of women so this is fine. With Skye leaving there will be no transgender

individuals on the Council.

Brad Hume asked what negative effect this would have if the worse case scenario of no new members being recruited when the report goes to HRSA. Laura Thomas explained that they might lose some points on the application, and/or might be given a condition of award, so the Council would have to meet the requirements by a certain time. It would affect total supplemental funding amount, and the Council does not need 40 members but more importantly the representative groups' percentages. Out of the full 40 members of the Council there should be 5 Latinos. A goal could be to recruit 3 Latinos, two that were HIV positive and at least one which was unaffiliated. The idea is to get as close as possible to the percentages, so if the goal is 13% then to get somewhere between 10-16% would be good. The Council also needs a Medi-Cal representative. The committee is trying not to bring on new members during prioritization, but can recruit new members and then get them on the Council by Sept 1st so they can be counted. The Council is doing well with African American representation. 41% of people living with HIV on the Council are African American. Brad Hume suggested that it might be helpful for this committee to define some clear goals of recruitment.

The committee needs to find out which members terms are up in September and send letters to them. Now there can be representatives from local public health but not specifically San Mateo or Marin Counties any more according to the by-laws. Brad Hume reminds the committee that in the membership policies it says members should notify the committee 3 months in advance of their end of term. The Director of Support should be keeping track of this.

Update on the Letter to Medi-Cal

Ken Pearce is going to take over the communication with Medi-Cal. A letter to Medi-Cal was passed out and the Committee discussed the wording of the letter. It was decided to cut the letter down to one page and to cut and paste 1-3 paragraphs from the application form and attach an application form to the letter. Mention that the Council will follow up. Ken Pearce has contacted many people and thinks it is not time to push the issue. Medi-Cal told him that they are working on a letter to send out to their employees. Sonoma County had the same issue. They went to their program officer at HRSA with a letter from Medi-Cal field office designating a county eligible representative. Because Sonoma is some distance away from San Francisco they had a good reason to ask for this. Perhaps if we can come up with a person who can give us more time then perhaps we can make a recommendation. (Sonoma had an eligibility worker.) It would come down to the program officer's decision. Lorenzo Taylor is our new program officer and would need to formally communicate this to him. The committee agrees that it seems to be worth exploring this option; a consultant will just not be as invested in the Council. Laura Thomas suggested that HRSA wants to see that the Council is making progress, so move forward with trying to get someone from the Medi-Cal office, and if that doesn't work consider the eligibility worker scenario. The committee should try to get a rejection letter from Medi-Cal and have that documented before requesting an eligibility worker.

Review New Membership Application(s)

The committee reviewed and discussed a new membership application.

There was a discussion about recruitment of new Council members. Kevin Johnson mentioned that as of now the membership committee members have been reaching out to clients, colleagues and friends. Leah Crask will check on the possibility of putting an ad in the BAR paper, and making a flyer. Eric Whitney has or did have an ad running in the BAR so the committee would like to check and see what kind of ad it is. When a flyer is developed Jorge Rodriguez will translate it into Spanish in order to reach more potential Latino members. Laura Thomas mentioned that in the past translators were provided for

Spanish speaking Council members. Project Inform and the San Francisco AIDS Foundation have a number of Spanish speakers so these might be good places to contact. The committee would like to find out from Lisa Roth what has been done regarding the logo from last years brochure, the idea was that the two brochures would fit together, would it cost more to get this done. Laura Thomas agreed to contact Lisa Roth and see what has been accomplished.

Home committees

There was a discussion around the confusion of home committees and requirements. Randy Allgaier looked at Sunshine and by law there is required to be a quorum by those standing members in a committee in order to vote. Other members of the Council at large can vote but the committee can only hold a vote if there is quorum. Kevin Johnson mentioned that even an approval is generally just for the committee because the item is still brought before the whole Council. A quorum is a quorum of people who identify that committee as their home committee.

Brad Hume stated that this should be brought to steering. If you are a co-chair of a committee then that should be your home committee. The question was raised, can the council co-chair also be a committee co-chair. Ken Pearce stated that in the past, yes, and in reality there is such a turnover it is needed. Randy Allgaier suggested that the Council could state a policy that it is not preferred but if necessary then it is possible to be a co-chair of both, perhaps as an acting co-chair of the committee. So it was decided that a Council co-chair could be an acting co-chair of a committee but this is not preferred. John Conley suggested that perhaps if desired a person could have two home committees the Council should encourage participation so this should be an option. Everyone agreed participation should be encouraged therefore all Council Members at a committee meeting can vote.

The Membership Committee agreed on: committee co-chairs need to make that committee their home committee, but any Council member can have more than one home committee as long as they meet all the attendance requirements for each committee. All Council members can vote at any committee meetings. It is discouraged to be co-chair of two committees. Council co- chairs can be acting co-chairs of a committee. A quorum of the home committee members is required for a vote. This suggestion should be taken to steering.

Member Recognition Activities

This item was tabled until the next Membership Committee meeting.

Training update

Kevin Johnson will contact Carol Kleinmaier about training dates. Finding a location for the trainings would be the responsibility of Council Support. It is requested that 25 Van Ness on a Saturday would be a good place.

Reschedule July committee meeting

July meeting was rescheduled for Wednesday July 9, 4:30-6:30pm.
There is a joint meeting with prevention on Aug 5th.

Next meeting date & agenda items

Interviews with Council applicants

Write a letter to Council Members not in good standing.

Meeting adjourned 6:36pm.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

Home | Community Outreach & Advocacy Committee | Infrastructure & Policy Committee | Evaluation Committee

Membership Committee | Planning Committee | Steering Committee

~~San Francisco~~
~~HIV~~ Health Services Planning Council
~~Membership Committee Draft Minutes~~
Wednesday, July 9, 2003
25 Van Ness Ave., Room 330 A
4:30 p.m. - 6:30 p.m.

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Members Present: Jorge Rodriguez, Brad Hume, Darnell Durio, Mark Dunlop, Laura Thomas, Kevin Johnson, Ken Pearce, Charles Siron

Others Present: Joe Fera (Council Director), Leah Crask (Council Adm. Asst.), Walter Miller Jr. (Interviewee), Brian (Member of Public)

1. Introductions

2. Review/Approve Agenda

Three interviews were taken out and review of applications was inserted after Public Comment. The agenda was approved as amended.

3. Review/Approve Minutes

The minutes will be revised and brought to the next membership meeting.

4. Announcements

Brad Hume thanked Ken Pearce for finding a Medi-Cal representative.

Jorge Rodriguez announced that he had brought an application for review.

Kevin Johnson announced that in the future all applications should go to Council Staff who will then send them to the committee.

5. Public Comment

There was no public comment.

6. Reviews applications:

The committee would like all applications to go through Council Support and then be placed on the agenda. A discussion of the two applications received took place. It was mentioned to remind the applicants of the amount of commitment involved in being a Council Member.

7. Member Attendance Report

Joe Fera presented a Council Member attendance report. In the future home committees will be tracked separately. The minimum missed meetings in a Quarter would be five. The full Council should get a copy of the attendance report at the July 28, 2003 meeting.

Kevin Johnson asked everyone to look at the letter for those not meeting attendance requirements to make any changes. Brad Hume mentioned six meetings need to be changed to five. Joe Fera will be placed as the contact person instead of Kevin Johnson. Add a line or two about HIV+ members missing meetings for health reasons and to please contact the Council staff to let them know. Ken Pearce stated "will" should be changed to "may" in the letter. Brad Hume mentioned that since the committee structure is new it may take some time to flesh out, but in October with the new co-chairs, people will have to have home committees picked. Kevin Johnson would like to send letters to those members who

have not attended any meetings as of this report. Committee members are required to attend five meetings, which included their home committee meeting. The letter should be sent to Kevin Johnson to proof.

8. Membership Recognition Activities

Mark Dunlop mentioned there was an appreciation event a few months ago and it would be a good idea to have a similar event annually. It was mentioned that it would be helpful to know in advance when Council Members are leaving so they can be thanked for their services. Council support should work on creating a standard letter of thanks, possible from the Mayor's office. Next months agenda will include a discussion on current member appreciation. Perhaps something could be done at the August meeting for members. A frameable certificate or letter could be presented to those members leaving the Council. It was mentioned that whatever appreciation items given, need to be consistent for all members. The Council support can decide on a gift for the members who are leaving or have recently left the Council.

9. Interview with Council applicant

The committee interviewed an applicant to the Council and a discussion followed. The committee will vote on the candidate at a later meeting.

10. Training update

Mark Dunlop stated he had a very good meeting with Carol Kleinmeyer (Shanti) and Joe Fera (Director of Community Support), regarding the training. Some possible dates are August 15 and 16 for new member orientation training. This training will be done before the August 25 Council meeting. This will be a good training though not the training which will be developed for the future.

Next meeting date & agenda items

A meeting was added for Wednesday July 23 from 4:30-6:30 p.m.

The August meeting will be Monday, August 11th from 4:30-6:30 p.m.

Draft of policies and procedures changes mentioned (next one)

New members need to be appointed by September 1, 2003 for HRSA.

Contact the Mayor's office to give them an idea that we will need appointment letters by September 1.

Next meeting will have interviews with candidates.

Meeting adjourned 6:31p.m.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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= HIV Health Services Planning Council
 Membership Committee Draft Agenda
 Wednesday, July 23, 2003
 25 Van Ness Ave., Room 330 A
 4:30 p.m. - 6:30 p.m.

DRAFT

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:35
3. Review/Approve Minutes	Group	4:40
4. Announcements	Group	4:45
5. Public Comment	Public	4:50
6. Membership Interviews <i>Interviews with Council applicants.</i>	Group	4:55
7. Discussion of Interviews	Group	6:00
7. Next meeting date & agenda items	Group	6:30

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 730 Polk Street San Francisco, CA 94109*

*San Francisco Department of Public Health, AIDS Office
 25 Van Ness Avenue, 5th floor, San Francisco, CA 94102*

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**HIV Health Services Planning Council
Membership Committee Meeting Agenda (DRAFT)
Monday, August 11, 2003
25 Van Ness Ave., Rm. 330 A
4:30 p.m. - 6:30 p.m.**

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Item	Presenter	Time
1. Introductions	Group	4:30
2. Review and Approval of Agenda	Group	4:35
3. Review and Approval of Minutes	Group	4:40
4. Announcements	Group	4:45
5. Public Comment	Public	4:50
6. Membership Interviews	Group	4:55
<i>Interviews with Council applicants.</i>		
7. Discussion of Interviews	Group	5:45
8. Discuss Membership Policies and Procedures	Group	6:00
<i>-Leave of Absence -Resignation -Re-appointment</i>		
9. Discuss Council Member Term Expirations for 9/1/03	Group	6:15
10. Next meeting date & agenda items	Group	6:30

Adjournment

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- San Francisco

HIV Health Services Planning Council
Membership Committee Draft Minutes
Monday, August 11, 2003
25 Van Ness Ave., Room 330 A
4:30 p.m. - 6:30 p.m.

Membership Committee Members Present: Jorge Rodriguez, Kevin Johnson, Ken Pearce, Mark Dunlop

Membership Committee Members Absent: Brad Hume

Other Council Members Present: Charles Siron, Darnell Durio

Others Present: Leah Crask (Council Adm. Asst.), Laura Thomas (HHS)

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1. Introductions

2. Review/Approve Agenda

The agenda was approved.

3. Review/Approve Minutes

The minutes were approved.

4. Announcements

Laura Thomas announced she will be leaving her position with the Department of Health at the end of October. She is taking a position at Continuum.

5. Public Comment

There was no public comment.

6. Membership Interviews

The Membership Committee interviewed Joe McMurray at 5:00 p.m. The Committee then approved forwarding Joe McMurray's name to the Council for a membership vote.

The Membership Committee interviewed Cecelia Chung at 5:15 p.m. The Committee then approved forwarding Cecelia Chung's name to the Council for a membership vote.

7. Discussion of Interviews

The Committee would like to forward both of the above interviewees to the full Council for a membership vote.

8. Discuss Membership Policies and Procedures

The Committee discussed leave of absence procedures and at the next committee meeting will have a vote on the wording of the policy for a leave of absence. Mary Lawrence Hicks is on a leave of absence for two months. She is doing AIDS work in Africa.

Council Support should send out renewal applications to those Council Members whose terms expire at least two months in advance of the anniversary date. Until those members are re-appointed, they are still considered members of the Council. Council Support will contact members who are up for renewal on September 1, 2003.

9. Discuss Council Member Term Expirations for 9/1/03

Council Member Pearce moved to approved all members up for renewal who decide to continue their terms on the Council. The Committee voted all in favor of this motion.

The Committee decided to send membership attendance letters to: Tracy Neil, Lindy Hill, Benjamin Reid, Norman Tanner, and Phillip Gaston.

The committee reviewed new membership applications and asked Council Support to call and invite them to attend a Council meeting before their application will be considered. The Committee would like to add that a new applicant must attend a Council meeting within six months of turning in the application to the Council.

Ideally, an applicant should go to a Council Meeting, then fill out an application, which at that time will be forwarded to the Membership Committee.

10. Next Meeting Date & Agenda Items

The next meeting will be September 8, 2003 from 4:30-6:30 p.m.

Item to put on the agenda include:

- Address language for re-appointments, leave of absence, and proxy voting
- Membership application cover letter
- Council Member demographics report
- Quarterly attendance report

The meeting was adjourned at 6:33 p.m.

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~~HIV Health Services Planning Council~~
~~Membership Committee Draft Agenda~~
Monday, September 8, 2003
25 Van Ness Ave., Room 330 A
4:30 p.m. - 6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:35
3. Review/Approve Minutes	Group	4:40
4. Announcements	Group	4:45
5. Public Comment	Public	4:50
6. Current Council Demographics <i>Report on demographics with the new Council members included.</i>	Group	4:55
7. Membership Interviews / Discussion <i>Nona Nangalama 5:00</i>	Group	5:00
8. Discussion & Vote on Membership Policies and Procedures <i>Revision of Membership Policies and Procedures.</i>	Group	5:30
9. Committee Calendar Planning	Group	5:50
10. Quarterly Attendance Report	Joe Fera	6:10
11. Alison Clayton	Group	6:15
12. Review Membership Application Cover Sheet	Group	6:20
13. Open Nominations for Membership Committee Co-chairs	Group	6:25
14. Next Meeting Date & Agenda Items	Group	6:30

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HIV Health Services Planning Council
Membership Committee Draft Minutes
Monday, September 8, 2003
25 Van Ness Ave., Room 330 A
4:30 p.m. - 6:30 p.m.

Committee Members Present: Brad Hume, Jorge Rodriguez, Mark Dunlop, Kevin Johnson

Committee Members Absent: Ken Pearce

Council Members Present: Charles Siron, Joe McMurray

Others present: Leah Crask (Council Adm. Asst.), Joe Fera (Director of Community Support),
Laura Thomas (HHS)

DRAFT

1. Introductions

2. Review/Approve Agenda

The agenda was approved.

3. Review/Approve Minutes

The minutes from August 11, 2003, were approved.

4. Announcements

Joe Fera announced all candidates sent to the Mayor for appointment, were appointed by September 1, 2003, so this met HRSA's deadline.

5. Public Comment

There was no public comment.

6. Current Council Demographics

Laura Thomas distributed a Membership Review Memo. This analysis in the memo included Alison Clayton, Philip Gaston and Kevin Johnson. Both Gaston and Johnson have resigned from the Council. What will be included for the grant application will be the membership statistics as of September 1, 2003. Laura presented the membership statistics from the memo and recommended the Council recruit a member who can represent formerly incarcerated individuals. She also recommended recruiting a Title IV representative and a young person living with HIV. For more information on membership demographics please refer to the handout. In the future, there will be a Council Member demographics monthly report to the Membership Committee.

7. Membership Interviews / Discussion

The Committee interviewed Nona Nangalma at 5:05 p.m. The Committee approved sending Nona Nangalma to the Council for a membership vote.

8. Discussion & Vote on Membership Policies and Procedures

Council Member (CM) Dunlop presented a draft of the changes to include in the membership Policies and Procedures. The Committee discussed the draft changes. The Committee also reviewed the first page of the membership Application Form. The first sentence of the sixth paragraph of the application form was changed to say:

People interested in becoming involved in the work of the Council should begin by attending at least one monthly meeting of the full Council within three (3) months of submitting a membership application, in order to become somewhat familiar with what the Council is all about.

The draft changes of the Membership Policies and Procedures was changed to state all completed membership forms should be forwarded to Council support staff, not including the names and contact information of the staff. In addition, the change in the first page of the membership application will be reflected these changes.

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The proxy voting section in the by-laws will be included or sited in the Membership Policies and procedures under proxy voting. Joe Fera agreed to read over the Membership Policies and procedures and bring any suggestions to the next Membership Committee meeting. Laura Thomas suggested attaching any of the membership letters to make the document more complete. The Committee voted in favor of adding the changes to the Membership Policies and Procedures as amended.

9. Committee Calendar Planning

The Committee will review a previous annual calendar of Membership activities at the next Committee meeting.

10. Quarterly Attendance Report

Joe Fera mentioned this was not the end of the quarter, therefore the report will be given at next months meeting. The Committee discussed having the attendance as a monthly report along with any attendance related activities staff did during the past month (i.e. letters to members).

11. Alison Clayton

CM Hume announced he has been trying to get in touch with Marin County to find out the status of Alison Clayton's membership in the Council. The Council needs to have a membership Application from Alison Clayton in order to have her appointed by the mayor.

12. Review Membership Application Cover Sheet

This item was reviewed under item 8, Discussion & Vote on Membership Policies and Procedures.

13. Open Nominations for Membership Committee Co-chairs

The Committee opened nominations for co-chairs. CM Hume nominated CM Rodriguez; CM Rodriguez accepted the nomination. CM Siron nominated CM Dunlop; CM Dunlop accepted the nomination. Nominations will be open until the next Committee meeting on October 13, 2003.

14. Next Meeting Date & Agenda Items

The next Membership Committee meeting will be on October 13, 2003 from 4:30-6:30 p.m.

Agenda items will include:

- Quarterly Attendance Report and staff report
- Policies and procedures, including a time frame for membership letters
- Committee Calendar
- Committee Assignments
- Review membership letters
- Co-chair elections

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 Monday, October 13, 2003
 25 Van Ness Ave., Room 330 B
 4:30 p.m. - 6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Co-Chair Elections	Group	4:50
7. Council Member Term Renewal- VOTE <i>Catherine Geanuracos</i>	Group	4:55
8. Membership Interviews / Discussion- VOTE <i>Telmo Octavio 5: 00</i>	Group	5:00
9. Quarterly Attendance Report and Update from Staff	Joe Fera	5:20
10. Review Membership Letters	Group	5:30
11. Discussion & Vote on Membership Policies and Procedures <i>Revision of Membership Policies and Procedures to include a time frame for membership letters</i>	Group	5:40
12. Leaves of Absence <i>Mary Lawrence Hicks</i> <i>Tracy Neil</i>	Joe Fera	5:50
13. Membership Recognition Activities	Group	6:00
14. Committee Assignments	Group	6:05
15. Committee Calendar Planning	Group	6:15
16. Next Meeting Date & Agenda Items	Group	6:30

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HIV Health Services Planning Council
Membership Committee Draft-Agenda *Minutes*
Monday, October 13, 2003
25 Van Ness Ave., Room 330 B
4:30 p.m. - 6:30 p.m.

Committee Members Present: Jorge Rodriguez, Brad Hume, Ken Pearce

Committee Members Absent:

Council Members Present: Mjay Sanders, Darnell Durio, Joe McMurray, Charles Siron

Others Present: Joe Fera (Director of Community Support), Leah Crask (Council Adm. Asst.), Laura Thomas
50 (HIV Health Services), Wilfredo Ortiz

1. Introductions

2. Review/Approve Agenda

The agenda was approved.

3. Review/Approve Minutes

The minutes were approved.

4. Announcements

Joe Fera asked all Council Members who have not turned in their evaluations prioritization to please turn them in to the Evaluation Committee of Council Support as soon as possible. Council Member (CM) Sanders mentioned they can also be completed electronically and emailed in to Council Support.

Joe Fera also announced the Council is co-sponsoring a hearing on housing issues for people with disabilities on Thursday, October 30, 2003 at 10:00 a.m. in City Hall, room 263. Please see the flyer, which was handed out and emailed out to the Yahoo! group. In addition, on November 7, 2003 at the San Francisco's LGBT Community Center there will be a symposium for HIV prevention and substance use among youth, this information was also sent out to the Yahoo! group. This venue might be a good opportunity to do some outreach and meet some potential young council member applicants.

5. Public Comment

There was no public comment.

6. Co-Chair Elections

Charles Siron withdrew his nomination for Committee co-chair. CM Rodriguez and CM Sanders were nominated before the meeting. Nominations were closed and CM Hume called the vote. The Committee voted all in favor of the nominees. CM Rodriguez and CM Sanders are the new Committee Co-chairs.

7. Council Member Term Renewal- VOTE

CM Sanders stated a motion to forward Catherine Geanuracos's name to the full Council for membership term renewal vote. CM Durio seconded the motion. The Committee voted unanimously in favor of this motion.

8. Membership Interviews / Discussion- VOTE

The Committee interviewed Telmo Vasquez. After the interview, the Committee discussed the candidate. The Committee did not vote at this meeting. Council Support agreed to mail Mr. Vasquez a packet of information

9. Quarterly Attendance Report and Update from Staff

Joe Fera passed out the Quarterly Attendance Report for July, August, and September, he mentioned the only Committee that did not meet in September was Community Outreach and Advocacy. In general, the attendance patterns seem to be similar to past reports. Leah Crask passed out an update on the attendance letters, which were sent out in late August. The Committee viewed and discussed the documents. CM Pearce stated a motion

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that in the future any Council Member who does not have at least five attendances in the quarter receives a letter send out by Council Support at the beginning of each quarter for the previous quarters attendance. Then Council Support follows up with the Membership Committee. CM Siron seconded the motion. The Committee voted and the motion carried.

The Committee decided to send a formal letter to the Redevelopment Agency asking for a nominee and explaining that New Members will not be voted onto the Council until January 2004. Laura Thomas stated the Committee should strongly encourage them to nominate a person living with HIV. The Committee asked Joe Fera to craft this letter and bring it to the next Committee meeting.

Laura Thomas also mentioned that in the future the Council might need an unaffiliated African American member, so the Committee should consider this.

10. Review Membership Letters

CM Sanders agreed to review the Membership Letters and send them out over email for Committee review.

11. Discussion & Vote on Membership Policies and Procedures

Joe Fera announced Mark Dunlop has worked on a document for this agenda item, but he is currently having some health issues and was not able to get the document to Council support at this time. Joe Fera suggested to him to contact the co-chairs. The proposed procedure will be brought back at the next Committee meeting.

12. Leaves of Absence

Joe Fera announced that Mary Lawrence Hicks is back from Africa. He also announced that he had spoken with Tracy Neil, who is having knee surgery and has requested a leave of absence for November and December. The Committee discussed the issue and decided to ask CM Neil to resign from the Council, welcoming him to reapply in the future. The Committee asked Joe Fera to be in contact with CM Neil regarding their decision.

13. Membership Recognition Activities

CM Hume started a conversation about Membership recognition activities for former Council Members, former Co-chairs, and current Members of the Council. Last year the Council had a reception and there should be some kind of an event annually. The Committee mentioned it would also me nice to get a letter of thanks from the Mayor and perhaps this standard could be set with the new Mayor. Laura Thomas mentioned the Council could also request a letter of thanks from the Board of Supervisors. The Committee discussed possible times to hold a membership recognition event, and decided to continue this discussion at next months meeting.

14. Committee Assignments

The Committee discussed starting to ask new members their second and third choice of Committees, and setting some parameters for choosing committees. This discussion will be included on the next month's agenda.

15. Committee Calendar Planning

The Committee asked members to look at the calendar handout and come back to next month's meeting with some recommendations for the Committee calendar.

16. Next Meeting Date & Agenda Items

The next Membership Committee meeting will be on Monday November 10, 2003 from 4:30-6:30 p.m. Possible agenda items will include:

- Review of letter to Redevelopment Agency
- Demographics
- Review membership Policies and Procedures draft changes
- Interview Wilfredo Ortiz
- Discuss New Member mentorship system
- Membership Recognition activities
- Committee Calendar

- Discussion of possible structure for Committee Assignments

The meeting was adjourned at 6:40 p.m.

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San Francisco
HIV Health Services Planning Council
Membership Committee Draft Agenda
Monday, November 10, 2003
25 Van Ness Ave., Room 330 B
4:30 p.m. - 6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Review Draft Letter to Redevelopment Agency	Joe Fera	4:50
7. Council Demographic Update	Joe Fera	4:55
8. Membership Interviews / Discussion- VOTE <i>Wilfredo Ortiz 5:00 p.m.</i> <i>Kenneth Valadez 5:15 p.m.</i>	Group	5:00
9. Committee Calendar Creation	Group	5:40
10. Discussion & Vote on Membership Policies and Procedures <i>Revision of Membership Policies and Procedures</i>	Jorge Rodriguez	6:00
11. Membership Recognition Activities	Joe Fera	6:10
12. Discuss New Member Mentors & Committee Assignments	Group	6:20
13. Next Meeting Date & Agenda Items	Group	6:30

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**HIV Health Services Planning Council
Membership Committee Draft Agenda
Monday, November 10, 2003
25 Van Ness Ave., Room 330 B
4:30 p.m. - 6:30 p.m.**

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The Committee did not have a quorum of its membership, therefore an official meeting could not take place.

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[Home](#) | [Community Outreach & Advocacy Committee](#) | [Infrastructure & Policy Committee](#) | [Evaluation Committee](#)
[Membership Committee](#) | [Planning Committee](#) | [Steering Committee](#)

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San Francisco
HIV Health Services Planning Council
Membership Committee Draft Agenda
Monday, December 8, 2003
25 Van Ness Ave., Room 330 A
4:30 p.m. - 6:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>October 13, 2003</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Council Demographic Update <i>Review and discuss Council demographics including developing a new member recruitment plan.</i>	Joe Fera	4:50
7. Discussion & Vote on Membership Policies and Procedures <i>Discuss and VOTE on possible revision of the Membership Policies and Procedures.</i>	Jorge Rodriguez/ Joe Fera	5:15
8. Review and Update Membership Interview Questions	Group	5:35
9. Membership Recognition Activities <i>Presentation of a Membership Recognition plan for 2004.</i>	Joe Fera	5:50
10. Discuss New Member Mentors & Committee Assignments	Group	6:05
11. Council Member Training Update	Joe Fera	6:25
12. Next Meeting Date & Agenda Items	Group	6:30

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- San Francisco
=HIV Health Services Planning Council
=Membership Committee Draft Minutes
Monday, December 8, 2003
25 Van Ness Ave., Room 330 A
4:30 p.m. - 6:30 p.m.

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Committee Members Present: Jorge Rodriguez, Mjay Sanders, Brad Hume

Committee Members Absent: Ken Pearce (excused), Norman Tanner

Council Members Present: Charles Siron

Others Present: Joe Fera (Director for Community Support), Leah Crask (Council Adm. Asst.), Brian DeCrocco

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1. Introductions

2. Review/Approve Agenda

The Committee added the topic, Discussion Regarding Quorum, before item Number Six on the Draft Agenda. The voting portion of item Number Seven, Discussion & Vote on Membership Policies and Procedures, was removed from the Agenda. The Revised Agenda was then approved.

3. Review/Approve Minutes

Council Member (CM) Sanders will submit non-contextual, grammatical changes in the minutes to Council Support. The Minutes were then approved with CM Sanders' changes.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Discussion Regarding Quorum.

The Committee discussed issues around Committee membership quorums. CM Siron suggested restating Committee quorums in the Bylaws to be 50% of Committee members. The Committee decided the issue of Committee quorums should be discussed at the Steering Committee. Joe Fera agreed to ask the City Attorney if the Committee could be defined as any Council Members present at a given Committee Meeting. The answer to this question will be brought to the Steering Committee.

7. Council Demographic Update

Joe Fera presented two Membership demographics charts. One was the current Council demographics and the second was a forecast of the Council demographics with current, non-responsive members who are on probation removed from the list. The Committee discussed the Council demographics and requested future demographics documents include an aligned Council Members section and the breakdown of Council members' ages. The changes in Council member's demographics will have an impact on the number of African-American Council Members who are HIV+. Joe Fera recommended the Committee recruit for the following:

- HIV+ unaffiliated women
- African-Americans
- Native Americans
- HIV+ Young People
- Representative for the HIV+ Formerly Incarcerated Population
- Unaffiliated Consumers

The Committee then discussed current Membership Applications. The Committee has interviewed three candidates and four applications are pending review. Of the three applicants the Committee has interviewed, two are Latino and one is Native American. Council Support agreed to call the applicants and remind them of

the requirement to attend a Council Meeting. The two applicants who were interviewed at the November meeting must be interviewed again at the January Membership Committee meeting, since the Committee did not have a quorum and therefore did not hold an official meeting in November.

The Committee will discuss a recruitment plan at the next Committee meeting. The goal is to appoint new members to the Council two times a year, in March and in September.

8. Discussion on Membership Policies and Procedures

The Committee discussed possible changes in the Membership Policies and Procedures. The Members agreed to review the document and send changes to Council Support, who will in turn send the compiled changes to the Committee members prior to the next Committee meeting.

Some of the specific topics of the Membership Policies and Procedures to be reviewed are as follows:

- Number of Home Committees: Can a Council member have two home Committees?
- Maximum number of Members on a Committee
- New Member appointment process
- Committee assignment process
- Timeline for disciplinary matters
- Council Member absences
- Leaves of Absence
- Council member reimbursements
- New section on mentoring of New Members

9. Review and Update Membership Interview Questions

The Committee discussed revising the Membership Interview Questions to include more detail and less information, which could be gathered from reviewing a membership application. The Committee decided the entire Committee should see the submitted membership applications and then a decision will be made on whether or not to interview applicants. In the future there will be a standing agenda item to review all new Membership applications at the Committee meetings. The Committee will then review the applications and make recommendations for future action. Council Support agreed to send out to all current membership applications to Committee Members with a memo describing where each applicant is in the application process.

The Committee decided the two candidates interviewed at the November Committee meeting should come back for an interview at the January 12, 2004 Committee meeting.

The Committee agreed to read the Membership Applications and to send Council Support any possible new Membership Interview questions. Council Support will compile any questions submitted and bring them to the next Committee meeting.

10. Membership Recognition Activities

Joe Fera presented a draft Membership Recognition Plan. The Committee reviewed the plan and made changes. The Committee agreed to think about possible Membership recognition activities and come back to the next Committee meeting with suggestions. At the next Committee meeting, dates for recognition activities will be discussed.

The Draft Membership Recognition Plan follows:

Membership 2004 Recognition Plan

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1. Set aside one full Council Meeting a year (or significant portion of a meeting) to recognize all Council Members and those who have left in the past 12 months.

2. Recognition events should be equitable; all former members should be treated equally with proper acknowledgment.

3. Council Co-chairs with the assistance of Council Support should acknowledge Council Member anniversary dates and birthdays by e-greetings.

4. Council Co-chairs with Council Support should send out an official thank you letter to all leaving Council Members within 30 days of their departure from the Council and a welcome letter to all new Members within 30 days of their appointment to the Council.

5. The Mayor's Office should also be responsible for acknowledging departing Council Members and Council Support will work with Mayor's Office staff to make sure these letters are sent out in a timely fashion.

10. Discuss New Member Mentors & Committee Assignments

The Committee is reviewing these topics in relationship to the Membership Policies and Procedures; therefore, these topics will be discussed with the changes in the Membership Policies and Procedures at the next Committee meeting.

11. Council Member Training Update

Joe Fera announced the Steering Committee is holding a retreat on Monday, December 15, 2003. The results of the Council Member Training Needs Assessment have been compiled and Carol Kleinmeyer will present a report at the January 2004 Council Meeting.

12. Next Meeting Date & Agenda Items

The next Membership Committee meeting will be on January 12, 2004.

HIV Health Services Planning Council
Membership Committee Draft Agenda
Monday, January 12, 2004
25 Van Ness Ave., Room 330 A
4:30 p.m. - 6:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>December 8, 2003</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Discuss and Update Membership Interview Questions <i>Review Standard Interview Questions.</i>	Group	4:50
7. Membership Interviews/Discussion - VOTE <i>Wilfredo Ortiz 5:00</i> <i>Kenneth Valadez 5:15.</i>	Group	5:00
8. Review New Membership Applications	Group	5:35
9. Membership Recognition Activities <i>Discuss possible events and plan dates of activities.</i>	Group	5:45
10. Membership Policies and Procedures Discussion <i>Discuss possible changes in the Membership Policies and Procedures, with an emphasis on the following sections and/or topics:</i>	Group	5:55
<ul style="list-style-type: none"> • <i>Number of Home Committees: Can a Council member have two home Committees?</i> • <i>Maximum number of Members on a Committee</i> • <i>New Member appointment process</i> • <i>Committee assignment process</i> • <i>Timeline for disciplinary matters</i> • <i>Council Member absences</i> • <i>Leaves of Absence</i> • <i>Council member reimbursements</i> • <i>New section on mentoring of New Members</i> 		
11. Council Member Recruitment Plan <i>Review Recruitment Plan in Policies and Procedures.</i>	Group	6:15
12. Next Meeting Date & Agenda Items	Group	6:30

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**HIV Health Services Planning Council
Membership Committee Draft Agenda**
Monday, January 12, 2004
25 Van Ness Ave., Room 330 A
4:30 p.m. - 6:30 p.m.

Committee Members Present: Brad Hume, Ken Pearce, Jorge Rodriquez, Mjay Sanders, Norman Tanner

Committee Members Absent:

Council Members Present: Joe McMurray, Charles Siron

Others Present: Leah Crask (Council Assistant)

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1. Introductions

Members of the Committee, the Council and the public introduced themselves.

2. Review/Approve Agenda

Membership Committee Report at the Council Meeting was added to the Agenda as Item 12.

The revised agenda was approved by consensus.

3. Review/Approve Minutes

The Minutes from December 8, 2003, were approved by consensus.

4. Announcements

CM Pearce mentioned the joint working relationship the Council has with the HIV Prevention Planning Council (HPPC). He recalled that previously the Council agreed that attendance at the HPPC, as a Planning Council representative, could count towards the Attendance Requirements for Council Members. He advocated that in order to have greater participation of Planning Council members on the Prevention with Positives Committee (PPC) of the HPPC that we allow attendance at the PPC to count towards a Council Member's attendance at their Home Committee. This Committee will be a HPPC Committee; however, the development of the Committee was to have joint participation from the HPPC and the HIV Health Services Planning Council. CM Sanders noted that several of the Committees of the Planning Council had few members and poor attendance to the extent that some Committees did not have a quorum at their meetings. He suggested that the Membership Committee might deal with any attendance issues related to the PPC on an individual basis, if needed. CM Hume recommended CM Pearce attend the Community Outreach & Advocacy Committee meeting, and talk to CM Geanuracos about the Prevention with Positives Committee. Community Outreach & Advocacy will be addressing this topic at their January 14, 2004, Committee meeting. The Membership Committee agreed to further discuss this issue after the Community Outreach & Advocacy Committee had discussed it.

5. Public Comment

There was no public comment.

6. Discuss and Update Membership Interview Questions

CM Sanders reminded the Committee that they had requested that Council Support send all membership applications to the Committee members prior to this meeting. It was agreed that after reviewing the applications, Membership Committee members would develop individual questions pertinent to the specific new applicants. CM Sanders agreed to review the standard interview questions and note their relevance to the questions of applicants and the interview process. Some members of the Committee utilized the standard interview questions in the interview process and others asked questions specific to individual applicants. The Committee will continue to receive applications in advance of the Membership Meeting so that members will be familiar with applicants and have the opportunity to develop more individualized questions of the applicants during interviews. Several committee members requested that Laura Thomas be asked to attend a future meeting to give her perspective about any HRSA guidance related to the kinds of questions asked of candidates. In addition, CM McMurray and CM Siron requested that they be sent the new applications to review prior to the meeting. Council Support will include them in all future emails and mailings.

7. Membership Interviews/Discussion - VOTE

The Membership Committee interviewed Wilfredo Ortiz. After discussion, the Committee voted unanimously in favor of recommending Mr. Ortiz's to the Council for a Membership vote.

8. Review New Membership Applications

The committee reviewed and discussed all of the applications for membership to the Council. The Committee requested that the following applicants be asked to come for an interview at the February 9, 2004, Committee meeting:

- Heriberto Quesada (He will be asked to fill out an updated Membership Application before the interview)
- Brian DeCrocco
- Laura Thomas
- Ayisha Benham (Redevelopment Agency Seat)

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CM Pearce stated a motion to forward the nomination of Kenneth Valadez to the Council for a Membership vote. The Committee interviewed and approved of Mr. Valadez for membership in December; but they did not vote on his nomination since there was not a quorum of members at that meeting. CM Siron seconded the motion. The Committee members who had met with Mr. Valadez voted unanimously in favor of forwarding his nomination to the Council for a Membership vote.

The Committee decided not to ask Brenda Story for an interview at this time, though her application will be kept on file.

CM Sanders agreed to communicate with Telmo Vasquez to determine if his work schedule will allow him to commit to the attendance requirements for membership to the Council at this time. If he can commit to the attendance requirements, the Committee is in favor of forwarding his name to the Council for the next Membership vote.

CM Sanders also agreed to call a reference for Marcus Mabry, and then contact Mr. Mabry to inquire if he is still interested in joining the Council. CM Sanders will report any results of this action to the Committee at the February 9, 2004, Committee meeting.

The Committee asked Council Support to speak with Mark Dunlop regarding his interest in membership on the Council. If Mr. Dunlop is interested, an application will be requested from him to be reviewed at the next meeting.

CM Pearce asked if the demographics for age could be more specific to include an age range such as 50 and above, or a senior. In addition, the HIV status will be added to the membership demographic charts.

9. Membership Recognition Activities

CM Sanders asked the Committee to think about possible Membership Recognition Activities so that the Committee can discuss them at the next meeting. CM Pearce suggested working more closely with the Mayor's Office to recognize Council Members that might be leaving the Council. CM Hume discussed the importance of working more closely with the Board of Supervisors, along with the Mayor's Office, in any Membership Recognition activities. The Committee concluded that the participation of the Mayor or members of the Board of Supervisors would enhance any Membership Recognition Activities.

10. Membership Policies and Procedures Discussion

CM Sanders indicated that he is in the process rewriting the Membership Policies and Procedures (MPP) with particular attention to the areas the Committee noted as important. CM Sanders asked the Committee Members to review the edits he had made to the MPP document. The document, with edits, had been emailed to each Committee member. Members were requested to email to CM Sanders their review and suggested changes to

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the document so that each member has an opportunity to provide their ideas for changes to the MPP. CM Hume stressed the importance of each Committee member reviewing the key points of the MPP document as noted on the agenda and to make suggestions to CM Sanders. Their suggestions can be formalized into specific language later. One of the areas of the MPP that the Committee discussed was financial reimbursement to Council Members as a result of their participation in Council activities. The Committee asked Council Support to research HRSA guidelines for any clarification regarding acceptable Council Member reimbursement. The Committee concluded that if they had recommendations for additional areas of reimbursement for Council Members, they could make recommendations to the Steering Committee.

11. Council Member Recruitment Plan

The Membership Recruitment Plan is a part of the Membership Policies and Procedures (MPP) document. The MPP is a working document that will continue to be refined to be more consistent with the work of the Membership Committee. The Membership Recruitment plan will be developed through future discussions as it relates to the MPP. At the February Membership Committee meeting, the Committee will continue to work to establish a designated Membership Recruitment Plan and incorporate the plan into the Membership Calendar.

12. Report at the Council Meeting

CM Rodriguez and CM Sanders agreed to report on the Committee's activities at the January 2004, Council Meeting.

13. Next Meeting Date & Agenda Items

The next Membership Committee will be on Monday, February 9, 2004, from 4:30-6:30 p.m.

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HIV Health Services Planning Council
Membership Committee Draft Agenda
Monday, February 9, 2004
25 Van Ness Ave., Room 330 B
4:30 p.m. - 6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>January 12, 2003</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Membership Policies and Procedures Update- VOTE <i>Proposed change in Committee Assignment section: In an effort to diversify levels of understanding, interest and participation in Council work, committee seats will be assigned and limited to ten (10) eight (8) members per committee.</i>	Group	4:50
7. Implementation of Policies and Procedures <i>Council Support will give a brief update on Membership attendance letters.</i>	Group	4:53
8. Membership Interviews/Discussion - VOTE <i>Ayisha Benham 5:00 p.m. Brian DeCrocco 5:10 p.m. Heriberto Quesada 5:20 p.m. Laura Thomas 5:30 p.m. Mark Dunlop 5:40 p.m.</i>	Group	5:00
9. Council Member Term Renewal- VOTE <i>-Charles Siron for reappointment on 4/1/04</i>	Group	6:10
10. Review New Applications and Applicant Status Update <i>The Committee will discuss new applications and report on the status of previously discussed applications.</i>	Group	6:15
11. Membership Recognition Activities <i>The Committee will discuss possible membership recognition activities and discuss a possible date for a full Council Membership recognition activity.</i>	Group	6:25
12. Next Meeting Date & Agenda Items	Group	6:30

Mission Statement: To recruit, screen, train and retain Council Members.

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*HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109*

*San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102*

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San Francisco

HIV HEALTH SERVICES PLANNING COUNCIL

Membership Committee Meeting Minutes

Monday, February 9, 2004

25 Van Ness, Room 330 B

4:30 – 6:30 P.M.

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Committee Members Present: Mary Lawrence Hicks, Brad Hume, Ken Pearee, Jorge Rodriquez, Norman Tanner

Committee Members Absent: Mjay Sanders (Excused)

Council Members Present: Joe McMurray, Charles Siron

Others Present (Council Staff): Leah Crask, Deborah Kingori

1. Introductions

Each person introduced themselves to the group.

2. Review/Approve Agenda

The agenda was approved.

3. Review / Approve Minutes (January 12, 2003)

The minutes were approved.

4. Announcements

- CM Catherine Geanuraeos plans to come to the next Membership Committee meeting to discuss the HIV Prevention Planning Council--Prevention with Positives Committee.

- CM Rodriguez gave a brief update on membership applications.

- o Candidate, Marcus Mabry, has been asked to complete a more thorough application. CM Sanders spoke with the references for

Mr. Mabry. Each reference spoke highly of Mr. Mabry and talked about how his experiences would be beneficial to the work of the Council.

- o Candidate Telmo Vasquez, who had previously been interviewed by the committee, was contacted regarding his interest in Council membership. Due to conflicts with his work schedule, he declined further consideration for membership.

5. Public Comment

There was no public comment.

6. Membership Policies and Procedures Update – VOTE

Motion: Proposed change in Committee Assignment section

The Committee proposed that, "In an effort to diversify levels of understanding, interest, and participation in Council work, committee seats will be assigned and limited to eight (8) members per committee." The motion passed and will be incorporated into the Membership Policies and Procedures (MPP).

CM Sanders and Council Assistant, Leah Crask, continue to edit and revise the MPP with consideration of Committee discussions regarding appropriate revisions. When revised sections of the document have been completed, they will bring the changes to the Committee for discussion and approval.

7. Implementation of Policies and Procedures

Council Support gave a brief update on Membership attendance letters.

Leah Crask sent letters to Nona Nangalama, Natalie Isaac, and Donald Frazier. The co-chairs had a meeting with Ms Crask regarding attendance letters and decided to send three probationary letters. The

correspondence stated that for the next quarter, compliance with the attendance policy is mandatory. Since the letter was sent in January, the next quarter includes February, March, and April.

The Committee discussed sending a final attendance letter to Council Members Hill and Reid. A motion was stated to send a third attendance letter to CM Hill and CM Reid. The motion passed.

8. Membership Interviews/Discussion – VOTE

As a result of the interviews, Ayisha Benliani, Brian DeCrocco, Laura Thomas, and Mark Dunlop were approved and will be recommended to the Council. The committee did not approve Heriberto Quesada.

9. Council Member Term Renewal - VOTE

Charles Sironi was approved for reappointment, which is effective on April 1, 2004.

10. Review New Applications and Applicant Status Update

The Committee discussed new applications and reported on the status of previously discussed applications (see announcements for other applicants' status).

The Committee had agreed to interview bi-annually. There were two new applicants: Emory Etheridge and Kwanzaa Duviani.

The Committee agreed to interview Emory Etheridge and Kwanzaa Duviani at a future meeting. Council Support will contact the candidates to let them know that their application has been received and they will be notified when the Committee is scheduling interviews. In the meantime, the applicants will be encouraged to attend Council and Committee meetings.

11. Membership Recognition Activities

This topic will be addressed at the next Membership Committee meeting.

12. Next Meeting Date & Agenda Items

The next meeting will be held March 8, 2004.

• Membership Recognition Activities

The meeting adjourned at 7:40 P.M.

Meeting Minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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Home | Community Outreach & Advocacy Committee | Infrastructure & Policy Committee | Evaluation Committee
Membership Committee | Planning Committee | Steering Committee

- San Francisco
 HIV Health Services Planning Council
 Membership Committee Draft Agenda
 Monday, March 8, 2004
 25 Van Ness Ave., Room 330 B
 4:30 p.m. - 6:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>February 9, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Membership Policies and Procedures Update <i>Discuss suggested changes to the Membership Policies and Procedures with an emphasis on the following sections and/or topics:</i>	Group	4:50
2.50 1 8/04 aft <ul style="list-style-type: none"> · Number of Home Committees: Can a Council member have two home Committees? · Maximum number of Members on a Committee · New Member appointment process · Committee assignment process · Timeline for disciplinary matters · Council Member absences · Leaves of Absence · Council member reimbursements · New section on mentoring of New Members. 		
7. Membership Recognition Activities <i>The Committee will discuss possible membership recognition activities and discuss a possible date for a full Council Membership recognition activity.</i>	Group	5:00
8. Prevention with Positives Committee- VOTE <i>The Committee will discuss attendance issues at the HIV Prevention Planning Council's Prevention with Positives Committee. The Committee will vote on whether or not to apply attendance at the Prevention with Positives Committee toward Council Member attendance requirements.</i>	Group	5:15
9. Council Member Term Renewal- VOTE <i>-Bill Blum for reappointment on 5/2/04</i>	Group	5:30
10. Attendance Letter Update <i>Council Support will give an update on Attendance letters sent out and the responses received.</i>	Council Support	5:35
11. Membership Recruitment Activities <i>The Committee will discuss a current Membership Recruitment Plan/Activities.</i>	Group	5:45
12. New Member Mentors <i>The Committee will discuss assigning mentors for the new Council Members.</i>	Group	6:00

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|--|-----------------------|------|
| 13. Plans for New Member Orientation | Council Support/Group | 6:10 |
| <i>Council Support will give a brief update on current New Member Orientation plans, the Committee will discuss new member orientation activities.</i> | | |
| 14. Next Meeting Date & Agenda Items | Group | 6:30 |

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— San Francisco

≡ HIV Health Services Planning Council

≡ Membership Committee Draft Agenda

Monday, March 8, 2004

25 Van Ness Ave., Room 330 B

4:30 p.m. - 6:30 p.m.

Minutes

Committee Members Present:
Committee Members Absent:
Council Staff Present:
Other Council Member Present:

Mary Lawrence Hicks, Brad Hume, Ken Pearce, Mjay Sanders
Jorge Rodriguez, Norman Tanner
Leah Crask, Deborah Kingori
Randy Allgaier

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1. Introductions

2. Review/Approve Agenda

The agenda was approved.

3. Review/Approve Minutes

The February 9, 2004 minutes were approved.

4. Announcements

- The Restructuring Retreat date is Monday March 15, 2004. Please remember to submit your Council Support structure questionnaire as soon as possible, so the results are evaluated before the meeting.
- The Planning Council was well represented, at the ADAP Rally in Sacramento. About seven hundred people attended.

5. Public Comment

There was no public comment.

6. Membership Policies and Procedures Update

The Council discussed updating the Membership Policies and Procedures. Please refer to the Policies and Procedures handout. CM Sanders favors changing Membership Policies and Procedures with Leah Crask, and then getting the Council's approval. CM Hume feels that the email communication is not working well. He feels that time needs to be spent on other issues and suggests that the Council discusses three items per meeting until all the areas needing to be reviewed are completed. There was another comment that there should be a set standard of policies used by the Council, that applies to all committees and the procedures could be unique to each committee. CM Allgaier agrees that policies should be for full council each committee can have unique procedures. CM Pearce suggests having two documents, one general document for policies and one for procedures. CM Sanders remembers a time when the Council's by laws had addendums and the largest one was the membership addendum. CM Pearce views organizational structure as if they are by laws – and under that there are policies and under that, there are procedures for each committee. He feels that policies are shared by the entire group. He suggests that the Committee have a larger policy document and then under that have procedures that each committee would develop. CM Allgaier also feels that policies should be shared by the entire group. The Committee should have a larger policy document. Leah Crask commented that Infrastructure and Policy is asking each committee to do policies and procedures with the idea being to make a full council policy document. The Steering Committee needs to make a motion to take it back to Infrastructure and Policy. Right now, all of the committees are requested to do their own policies and procedures documents. The Membership Committee decided to look at a couple of items in the Policies and Procedures document at each Committee meeting until the document is revised.

The goal of the next Membership meeting is to look at the following items:

- Number of Home Committees: Can a Council member have two Home Committees?
- New Member appointment process
- Committee assignment process

7. Membership Recognition Activities

The Committee discussed possible membership recognition activities. There was talk about having a membership recognition activity the month after the final Prioritization meeting. This topic was left open for further discussion. CM Sanders wants to have membership recognition during the council meeting after the retreat. CM Pearce proposes sending a letter of thanks to every member who leaves. Leah Crask, CM Sanders, and CM Rodriguez are putting together a letter for members who are leaving. The Committee needs to establish contacts with the mayor's office. In addition to sending recognition letters, it was suggested that recognition should be a regular part of the Council meetings. The Committee discussed whether the full Council co-chairs, or the co-chair of Membership should present recognition awards. CM Hume recommends that the co-chair of the Council sign the letters and that the co-chair of the Membership committee do the recognition at the meeting. When Council members begin their term, they get a letter from the Mayor's Office, and when leaving, they get a letter from the co-chair. One CM suggests giving Starbucks' coffee cards for recognition. CM Pearce suggested public recognition -- paying for an ad in the BAR once a year that says thank you. Another suggestion is giving Council Members' a recognition certificate on their annual anniversary of service. Pins or magnets could be given. CM Sanders suggested a type of recognition activity the meeting after the retreat. That would possibly involve food.

8. Prevention with Positives Committee- VOTE

The Committee discussed attendance issues at the HIV Prevention Planning Council's Prevention with Positives Committee. There is a committee of the Prevention Council called Prevention with Positives, which has morphed into a committee of Prevention and Planning Council Members. It started as a workgroup of both councils. This year, the Prevention Council decided to make it a formal sub committee of the Prevention Council and offered to us to be a joint formal committee between the two including shared co-chairs and shared Membership. The Prevention Council staffed it and requested that the CARE Council be a partner in this. It is up to the Planning Council to officially embrace or not embrace that. CM Allgaier stated a Motion to have Steering decide whether adding a new home committee will count towards attendance. CM Hume seconded the motion -- all were in favor. This discussion will be forwarded to the Steering Committee.

9. Council Member Term Renewal- VOTE

CM Blum submitted his application for a renewal term. His reappointment date is May 2, 2004. CM Sanders made a motion to send forward his renewal to the full Council for a vote. The Committee voted all in favor.

10. Attendance Letter Update

Council Support gave an update on Attendance letters sent out and the responses received. Three letters were sent in early February to CM Frazier, CM Isaac, and CM Nangalama. After the February's Committee meeting, the two final letters were sent, stating that if Membership had not heard back from CM Reid and CM Hill, after thirty days, their resignation from the Council would be assumed. Shortly it will be thirty days. As announced, Donald Frazier resigned. Natalie Isaac just resigned last week. Nona Nangalama called Council Support and said that she had a tragedy and would most likely need to resign. Hopefully, Leah Crask will get a formal resignation from her shortly. Council Support distributed a new demographic chart current for this month. This list includes the six new members. The Committee discussed the effects of the forthcoming possible resignations on Council Member demographics.

11. Membership Recruitment Activities

The Committee discussed developing a Membership Recruitment Plan. CM Allgaier suggested targeting other groups. CM Hume believes that this committee has never had a recruitment plan. Perhaps multiple

plans are needed for multiple groups -- a different approach for black woman than incarcerated people, Latinos, etc. Each council member can list their contacts in order to have an ongoing plan. CM Sanders suggested making questionnaires. CM Hume suggested that different approaches are needed to reach different groups. CM Allgaier feels that it does not matter how many people are recruited – retention is key. Recruits needed include a 13-19 year-old positive, female positive, a formerly incarcerated person. A final suggestion is for the Committee to consider developing recruitment policies and procedures.

12. New Member Mentors

The Committee discussed assigning mentors for the new Council Members.

There are six new Council members. CM Sanders related that having a mentor was helpful to him when he came aboard. He feels that it will be beneficial to assign a mentor for each new member as their term begins. Over time a more formalized mentor program can be developed.

13. Plans for New Member Orientation

Council Support gave a brief update on the current New Member Orientation plans. The Committee discussed new member orientation activities. The new member orientation is scheduled for Thursday, March 25, 2004 from 11:00 A.M. to 4:00 P.M. Leah Crask will be presenting Council Support. Gary Shepard will be facilitating the group activities. Hopefully, a representative from the co-chairs will present. CM Allgaier agreed to present the CARE Act to new members. Council support will send boxes containing the New Member documents to New Members, so they will not have to take everything home from orientation.

14. Next Meeting Date & Agenda Items

- For a future agenda item, the Evaluation Committee would like to come to Membership in a formalized way.
- The next meeting is Monday April 12 from 4:30-6:30 P.M.

The meeting adjourned at 6:45.

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- San Francisco

=HIV Health Services Planning Council
 =Membership Committee Draft Agenda
 Monday, April 12, 2004
 25 Van Ness Ave., Room 330 B
 4:30 p.m. - 6:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>March 8, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Membership Policies and Procedures Update <i>Discuss suggested changes to the Membership Policies and Procedures in the following sections and/or topics:</i> · <i>Number of Home Committees: Can a Council member have two home Committees?</i> · <i>New Member appointment process</i> · <i>Committee assignment process</i>	Group	4:50
7. Membership Recognition Activities <i>The Committee will discuss a full Council Membership recognition activity.</i>	Group	5:20
8. New Member Mentors <i>The Committee will discuss the development of a new member mentorship program, including offering mentors to the current new members.</i>	Group	5:35
9. Evaluation Committee <i>The Evaluation Committee will discuss the interaction and communication between the Membership Committee and the Evaluation Committee.</i>	Randy Allgaier/Group	5:45
10. Attendance Letter Update <i>Council Support will give an update on Attendance letters sent out and the responses received.</i>	Council Support	6:00
11. Quarterly Attendance Report <i>Council Support will present the quarterly attendance report to the Committee.</i>	Council Support	6:10
12. Membership Recruitment Activities <i>The Committee will discuss a current Membership Recruitment Plan/Activities.</i>	Group	6:20
13. Next Meeting Date & Agenda Items	Group	6:30

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**HIV Health Services Planning Council
Membership Committee Draft Minutes
Monday, April 12, 2004
25 Van Ness Ave., Room 330 B
4:30 P.M. - 6:30 P.M.**

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Committee Members Present: Mary Lawrence Hicks, Brad Hume, Ken Pearce, Jorge Rodriguez, Mjay Sanders, Norman Tanner
Council Staff: Leah Crask, Deborah Kingori
Other Council Member: Charles Siron

Introductions

1. Review/Approve Agenda

The Quarterly Report (Item Number Eleven) will be presented at the June meeting. Leah Crask will present Item Number Nine.

2. Review/Approve Minutes (March 8, 2004)

CM Pearce indicated that comments attributed to him in Item Number Six should be noted as comments made by CM Allgaier. The minutes were approved with the requested changes.

3. Announcements

CM Hicks will miss the Council meeting in April, as well as the next Membership Meeting due to her trip to Zimbabwe.

4. Public Comment

There was no public comment.

6. Membership Policies and Procedures Update

The Committee discussed suggested changes to the Membership Policies and Procedures in the following sections and/or topics:

• Number of Home Committees to which a Council member is permitted to belong.

CM Siron thinks that Council Members should only have one home committee. Attendance counts for home committees. CM Sanders reminded the group that the Membership Committee will evaluate the needs of each committee and assign members to committees based on the needs of those committees. CM Pearce suggests that if Council Members have the time, they should be allowed to have more than one home committee. CM Tanner thinks that having more than one home committee should be optional. CM Hume thinks it should be allowed if attendance for both committees be mandatory; however, he does not think they should be able to chair two separate committees.

CM Pearce made a motion to allow members to have more than one home committee. They must meet the attendance requirements for all home committees. If they have more than one home committee, they are counted as quorum for those home committees. They cannot co-chair more than one home committee. If they have more than one home committee and do not meet the attendance requirements for both, they will be asked reduce their number of home committees to one. All were in favor of the motion.

• New Member Appointment Process

The issue discussed was how often new members are interviewed and brought to the Council for consideration as new members. The Committee discussed a couple of considerations related to this issue such as how often Council Support will hold new member orientations --six months vs. three months: how often are Council demographics reported to HRSA? CM Sanders supports replacing vacancies as soon as they occur, regardless of the time of year. This method will help fulfill the required demographics regardless of what time of year it is. CM Hicks had an idea on presenting potential new recruits. CM Rodriguez suggested that in some cases, such as an interested previously incarcerated individual, some special exceptions should be made to bring them aboard. CM Hicks suggested that people need to gain experience before jumping into voting on prioritization issues. Leah Crask suggested that Council approval be obtained before the block of names goes to the Mayor's Office. CM Hume supports two times a year. CM Pearce says there should be a mechanism so that all Council members know who has applied for membership such as an announcement at meetings and/or via email in case Council members want to comment on any of the applicants. .

CM Hume made a motion that Council Member candidates will be forwarded to the Mayor's Office twice a year for an appointment date of September 1 and March 1 and that Council membership applications can be forwarded to the full Council whenever the Membership Committee deems appropriate. The motion was approved by the majority. CM Sanders was opposed.

Another issue discussed was when a new Council Member is approved by the Mayor, how is that person appointed to a home committee? The Membership Committee then discussed Committee assignment process. This process determines how a new member is assigned to a committee. Please refer to page four of the handout. If a new Council member does not choose a committee, Membership will assign them to a committee. A second committee can be one without an open seat.

For discussion at the next Membership Committee meeting are the next three items.

1. Timeline for Disciplinary Matters
2. Council Member Absences
3. Leave of Absence

7. Membership Recognition Activities

The Committee discussed a full Council Membership recognition activity.

Instead of looking at individual recognition activities, the Membership Committee discussed a full group activity. This event would not be a "sit down" dinner but socialization followed by appreciation of the group as a whole. CM Sanders suggested more time for dinner during the full Council meeting. Leah Crask suggested an appreciation cake. A possible date would be the meeting after prioritization. CM Pearce thinks documentation is important and this should be an annual event. However, there is no budget for such an activity at this time. Certificates should be presented. They should come from the Mayor's office. Perhaps the Mayor could present the certificates? Council support will have to figure out appointment dates. CM Hume will contact the Mayor's office. CM Sanders and CM Pearce agreed to help Council Support find appointment dates if necessary.

8. New Member Mentors

The Committee discussed the development of a new member mentorship program, including offering mentors to the current new members. CM Sanders wanted to get volunteers to mentor the new members. CM Hicks suggested that some Committee members feel inadequate to mentor others due to the poor training that they received upon joining the Council.

- CM Sanders volunteered to mentor CM Ortiz.
- CM Hume volunteered to mentor CM DiCrocco.
- CM Siron volunteered to mentor CM Benham.
- CM Rodriguez volunteered to mentor CM Valadez.
- CM Pearce also volunteered to be a mentor.

As mentoring policies & procedures are developed, Council Support will incorporate the updates.

9. Evaluation Committee

Leah Crask announced that the Evaluation Committee forwarded their recommendations to do two trainings.

1. Meeting Facilitation Training

2. Diversity Training

The Diversity Training will be for four hours and will be with the Steering Committee and any other Council Members who are more interested in leadership positions. The four-hour Diversity Meeting is intended for the same group – the Steering Committee and interested Council Members. In this recommendation, the meetings were to be done at no cost since some diversity training was prepaid with Carol Kleinmyer. There are also some Compass Point vouchers. The intention was to trade those vouchers in exchange for training; however, Compass Point will no longer do that and will no longer come in and do facilitation training. The recommendation is to send interested members to Compass Point for workshops in order to use the free vouchers. CM Pearce made a motion to approve the recommendation. He also made a motion to allow the Evaluation Committee to do exit interviews. The motion was approved.

10. Attendance Letter Update

Council Support gave an update on Attendance letters sent out and the responses received.

Since Lindy Hill did not respond to the letter, her resignation was assumed. Benjamin Reid sent an email, which Leah Crask read aloud. The letter mentioned that his reason for not attending meetings was due to foot surgery. His correspondence included his updated contact information. The Committee discussed the information. A motion was made to invite Benjamin Reid in writing to the next Meeting. The Committee approved the motion.

11. Quarterly Attendance Report

Council Support will present the quarterly attendance report at the June Membership Committee meeting.

12. Membership Recruitment Activities

The Committee will discuss current Membership Recruitment Activities at the next Membership Committee meeting.

13. Next Meeting Date & Agenda Items

The June meeting date and time will be changed to June 7, 2004 from 3:00-5:00 P.M.

14. The meeting adjourned at 6:30 P.M.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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= HIV Health Services Planning Council
= Membership Committee Draft Agenda
Monday, May 10, 2004
25 Van Ness Ave., Room 330 A
4:30 p.m. - 6:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>April 12, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Membership Policies and Procedures Update <i>Discuss suggested changes to the Membership Policies and Procedures in the following sections and/or topics:</i> · Timeline for disciplinary matters · Council Member absences · Leave of Absence	Group	4:50
7. Membership Recruitment Activities <i>The Committee will discuss current Membership Recruitment Plan/Activities.</i>	Group	5:20
8. Council Membership Category Status Change <i>The Committee will discuss the procedure for Council Members who have a change in the membership category they represent on the Council.</i>	Group	5:40
9. Review of Member Applications <i>The Committee will discuss the new and current Council membership applications.</i>	Group	5:50
10. Attendance Letter Update <i>Council Support will give an update on Attendance letters sent out and the responses received.</i>	Council Support	6:15
11. Next Meeting Date & Agenda Items Changes to the Membership Policies and Procedures: · Council member reimbursements · New section on mentoring of New Members.	Group	6:25

Mission Statement: To recruit, screen, train and retain Council Members.

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HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

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HIV Health Services Planning Council

Membership Committee Draft Minutes

Monday, May 10, 2004

25 Van Ness Ave., Room 330 A

4:30 p.m. - 6:30 p.m.

Meeting Minutes

Committee Members Present:

Brad Hume, Ken Pearce, Jorge Rodriguez, Mjay Sanders,
Norman Tanner

Committee Members Absent:

Mary Lawrence Hicks

Council Staff:

Leah Crask, Kari Orvik

Other Council Members:

Charles Siron, Randy Allgaier

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Introductions

1. Review/Approve Agenda

The agenda was approved by consensus.

2. Review/Approve Minutes

The minutes from the April 12, 2004 meeting were approved by consensus.

3. Announcements

CM Pearce proposed that the Council members and staff who attended the Increasing Consumer Involvement training in Santa Fe, NM meet to compile ideas learned from the training and present the information to the Council. Examples of topics covered were Council member retention and incentives. CM Hume suggested that Council members could accompany prospective mentees to meetings and take them out to lunch.

CM Allgaier announced a Diversity Training on June 23, from 4:30-8:30, location TBA. Leah Crask will send out an e-mail request to RSVP by June 1st.

CM Pearce announced two HPPC trainings on Tuesday May 11, from 1-4pm, and on Tuesday, May 25, from 12-3pm, on the new Prevention plan. The meetings will take place at City College on Market Street at South Van Ness. Tracy from HPPC will send out an e-mail announcement.

CM Sanders reminded Council members to make contact with their mentees. CM Hume, CM Siron, and CM Rodriguez have all been in contact with their mentees. Leah Crask suggested that the mentees should go to more than one Committee meeting.

4. Public Comment

There was no public comment.

5. Membership Policies and Procedures Update

The Committee discussed changes to the Membership Policies. The first topic discussed was a timeline for disciplinary matters. CM Hume proposed to speed up the current quarterly review process for disciplinary matters and shorten the response time to a final letter of warning. CM Hume would like attendance to be reviewed monthly, if Committee members did not participate after 2 months they would be sent a gentle reminder, then they would be sent a letter stating they were no longer in good standing, then a procedure could be instated to determine further action to be taken.

CM Allgaier stated concern that there would not be enough Council Support to fulfill such a speedy timeline.

Leah Crask stated it was possible for Council Support to keep up with a monthly attendance report.

CM Pearce proposed to keep the quarterly attendance requirements, but to send out a monthly attendance report that reviewed attendance from the 3 previous months.

CM Sanders proposed to re-evaluate the goals of the Committee on a broader scale and then determine how to incorporate Council Support.

CM Siron proposed to increase Council Support.

CM Allgaier proposed for the Committee to create a contingency timeline if the Committee does not come up with a greater vision or if Council Support is not increased.

The Committee discussed the topic of absences. CM Sanders proposed to establish a monthly attendance report based on the last three months of attendance. A letter would be sent out if the Council member did not meet attendance requirements for last quarter, and the Council member would have 30 days to respond.

CM Allgaier suggested shortening the response time to 15 days.

CM Hume stated that attendance should be connected to voting rights.

CM Pearce stated that emergencies come up and the Committee should be understanding.

CM Rodriguez urged the Committee to be flexible so as not to discourage new from joining.

CM Sanders made a motion to carry over the discussion of a 15-day response time to letters indicating poor attendance until the next meeting.

The motion was seconded.

The Co-chairs were asked to prepare proposals for policy alternatives at the next meeting.

7. Membership Recruitment Activities

CM Sanders proposed to postpone this agenda item to a future meeting.

8. Council Membership Category Status Change

The Committee discussed CM Susan Shea's change of employment change and her possible status change on the Council. The Committee agreed that CM Shea is still a Title IV representative and her status does not change. The Committee proposed that any policy on this issue should be discussed by the Infrastructure and Policy Committee.

9. Review of Member Applications

The Committee will discuss the new and current Council membership applications.

The Committee discussed the new and current Council membership applications. The Committee decided to invite Sparkie Spaeth, Brian Basinger, Emory Etheridge, and Rafael Ocampo to the next Committee meeting for interviews. CM Sanders will follow up on Marcus Mabry's application. Leah Crask will follow up on Kwanraa Duviyani's application.

10. Attendance Letter Update

The Committee discussed the member status of CM Benjamin Franklin Reed. CM Sanders will draft a letter to CM Reed suspending his voting privileges based on lack of participation.

CM Sanders asked the Committee members to contact their mentees before the next meeting to find out the mentees' two preferences for home committees.

Next Meeting Date & Agenda Items

The Committee discussed addressing the following agenda items for the next meeting:

Changes to the Membership Policies and Procedures, Council member reimbursements, report backs from the Santa Fe Training meeting, mentoring new members, interviews with Council applicants.

The meeting adjourned at 6:18 pm.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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 = HIV Health Services Planning Council
 = Membership Committee Draft Agenda
 Monday, June 7, 2004
 25 Van Ness Ave., Room 330 B
 3:00-5:00 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:00
2. Review/Approve Agenda	Group	3:03
3. Review/Approve Minutes <i>May 10, 2004</i>	Group	3:05
4. Announcements	Group	3:10
5. Public Comment	Public	3:15
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	3:20
• <i>ISM Discussions</i>		
7. Membership Policies and Procedures Update <i>Discuss suggested changes to the Membership Policies and Procedures in the following sections and/or topics:</i> • <i>Timeline for disciplinary matters(Co-chairs will develop proposed changes)</i>	Group	3:30
8. New Members Committee Assignments <i>The Committee will discuss new member home committee assignments.</i>	Group	3:45
9. Council Demographic Update/ Application Update <i>Review and discuss Council demographics and new member applications received, including any new member recruitment needs.</i>	Group	3:55
10. Membership Interviews/Discussion - VOTE • <i>Brian Basinger</i>	Group	4:15
11. Quarterly Attendance Report <i>Council Support will present the quarterly attendance report.</i>	Council Support	4:40
12. Next Meeting Date & Agenda Items Changes to the Membership Policies and Procedures: • <i>Council Member absences</i> • <i>Leave of Absence</i> • <i>Council member reimbursements</i> • <i>New section on mentoring of New Members</i> • <i>Membership Category Changes</i>	Group	4:55

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= HIV Health Services Planning Council

= Membership Committee Draft Agenda

Monday, June 7, 2004

25 Van Ness Ave., Room 330 B

3:00-5:00 p.m.

Minutes

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1. Introductions

2. Review/Approve Agenda

The agenda was reviewed and approved.

3. Review/Approve Minutes

The Committee reviewed and approved the May 10, 2004 meeting minutes.

4. Announcements

CM Benjamin Franklin Read was sent a letter by the Committee indicating his voting rights on the Council had been suspended because he had not met attendance requirements and had not been in contact with any Council members. CM Read's membership is up for renewal August 1, 2004.

5. Public Comment

There was no public comment.

6. Steering Committee Update

CM Sanders presented a monthly update of the May Steering Committee meeting. The Steering Committee discussed 3 possible scenarios for Council Support and decided to not increase the budget for this contract year. The Committee asked Shanti to maintain the contract at the same amount for this year, and use any savings from unfilled salaried positions would go to consultant fees for Needs Assessment. CM Hume added that the decision to increase Council Support should happen during prioritization this year. The Steering Committee also discussed rollover funds and Dr. Katz's proposal, and decided to send the decision back to the I & P Committee to make a recommendation that will be voted on at Steering and forwarded to the full Council.

7. Membership Policies and Procedures Update

The Committee discussed changes to the Membership Policies and Procedures. See handout. CM Sanders explained that the Committee was not changing the bylaws, it was just speeding up process. CM Hicks advocated communicating these changes to the Council. CM Sanders stated the by-laws need to be clarified regarding excused illness, which currently only pertains to PLWH. CM Sanders will send an email to the Membership Committee. At Steering, the Membership Committee would like to convey to the Council its attendance monitoring. CM Hume would like to wait until next month after clarification about excused illness.

8. New Members Committee Assignments

The Committee will discuss new member home committee assignments. CM Hume made a motion to honor everyone's first choice for committees. The motion was seconded. CM Rodriguez reported that he spoke with Kenneth Valadez before last council meeting and he had an accident.

9. Council Demographic Update/ Application Update

The Committee reviewed and discussed Council demographics. Leah Crask presented a chart of Planning Council Members by demographic group. At the next meeting, the Committee will talk about target groups to recruit new members.

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The Committee discussed CM Hume's appointment, which comes up for renewal July 1st. CM Hume indicated he would like to be reappointed. The recommendation will be forwarded to the full Council.

10. Membership Interviews/Discussion - VOTE

The Committee interviewed Brian Basinger and decided to ask Brian to come back at the next meeting before voting on his appointment.

11. Quarterly Attendance Report

Council Support presented the quarterly attendance report. The Committee discussed the following Council Members whose attendance was low: CM Byers cannot come due to budget cuts in Sacramento. CM Clayton resigned as of May 15, 2004. CM DiCrocce, CM Benham, CM Dunlop, CM Ortiz will receive letters letting them know their home committee assignments and the expectations of meeting attendance. CM Tanner and CM Miller will receive attendance letters. CM Rodriguez agreed to contact CM Valadez and speak with him. He will also receive a letter with his committee assignment and the expectations of meeting attendance.

12. Next Meeting Date & Agenda Items

Changes to the Membership Policies and Procedures:

- *Council Member absences*
- *Leave of Absence*
- *Council member reimbursements*
- *New section on mentoring of New Members*
- *Membership Category Changes*

The Meeting was adjourned at 5:00pm.

— San Francisco

— HIV Health Services Planning Council

— Membership Committee Draft Agenda

Monday, July 12, 2004

25 Van Ness Ave., Room 330 B

4:30-6:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>June 7, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:50
7. Membership Interviews/Discussion - VOTE <ul style="list-style-type: none">• Sparky Speath (5:00)• Brian Basinger (5:30)	Group	5:00
8. Council Demographic Update/ Application Update <i>Review and discuss Council demographics and new member applications received, including any new member recruitment needs.</i>	Group	5:50
9. Council Member Renewal Applications <i>The Committee will discuss the following Council Members, whose terms are up for renewal:</i> <ul style="list-style-type: none">• Randy Allgaier• Mary Lawrence Hicks• Benjamin Franklin Reid• Lara Sallee• George Simmons	Group	6:00
10. Attendance Report <i>Council Support will present the attendance report and the committee will review attendance and recommend letters to be sent where necessary.</i>	Council Support/ Group	6:05
11. Membership Policies and Procedures Update <i>Discuss suggested changes to the Membership Policies and Procedures in the following sections and/or topics:</i> <ul style="list-style-type: none">• Council Member absences• Leave of Absence	Group	6:10
12. Membership Concerns <i>The Committee will discuss any current Council membership concerns.</i>	Group	6:25
13. Next Meeting Date & Agenda Items <i>Changes to the Membership Policies and Procedures:</i>	Group	6:30

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- Council member reimbursements
- New section on mentoring of New Members
- Membership Category Changes

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**HIV Health Services Planning Council
Membership Committee Draft Minutes
Monday, July 12, 2004
25 Van Ness Ave., Room 330 B
4:30-6:30 p.m.**

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Committee Members present: Mjay Sanders, Jorge Rodriguez, Brad Hume, Norman Tanner, Mary Lawrence Hicks, Ken Pearce

Other Council Members present: Randy Allgaier

Council Support: Leah Crask, Kari Orvik

1. Introductions

2. Review/Approve Agenda

The agenda was reviewed and approved.

3. Review/Approve Minutes

CM Sanders made corrections to the minutes.

With these changes the minutes from the June 7, 2004 meeting were reviewed and approved.

4. Announcements

5. Public Comment

6. Steering Committee Update

CM Sanders summarized the discussion of the I and P Committee's recommendation for rollover funds. The Planning Committee will supply Council members with summary sheets for each document needed at Prioritization.

7. Membership Interviews/Discussion – VOTE

The Committee interviewed Sparky Spaeth and voted to recommend her appointment to the full Council.

The Committee was scheduled to interview Brian Basinger, but the applicant did not appear.

The Committee will send a letter not recommending Brian Basinger to the full Council.

8. Council Demographic Update/ Application Update

Leah Crask distributed handouts regarding the Council's demographic information. Leah suggested adding a missing data column to all of the reports.

CM Pearce noted that the Council needed more representation from the transgender, Native American, and formerly incarcerated communities.

The Committee reviewed the applications for Billie Jean Kanios and Jeffrey Farinella, and moved to invite both candidates for an interview.

The Committee discussed the recruitment of new members to the Council.

CM Pearce advocated to make more of an effort to fill Council seats.

CM Rodriguez suggested asking Rafael de Campo.

CM Pearce suggested advertising publicly that the Council is a public body made up of volunteers and is always looking for new members.

Leah Crask will look into placing a paid advertisement for new Council members in the Bay Area

Reporter. She will also post the ad on the Council website.

CM Sanders suggested putting out a general e-mail to Council members to spread the word.

CM Allgaier suggested verbally asking Council members to put out the word.

9. Council Member Renewal Applications

The Committee discussed and approved the applications of the following Council Members, whose terms are up for renewal: Randy Allgaier, Mary Lawrence Hicks, Lara Sallee, George Simmons.

The Committee did not approve the renewal of Benjamin Franklin Reid's application, due to poor attendance.

The Committee will bring these renewals to the August full Council meeting.

10. Attendance Report

Leah Crask presented the attendance report, and made a quick count of which Council members did not attend enough committee meetings. CM Dunlop (due to illness), CM Conley, CM Nguyen, CM Miller, CM Ortiz, CM Perez, and CM Turner.

The Committee discussed calling to check in with members regarding sickness and leaves of absence. CM Hicks suggested beginning the call by saying, "We miss you."

11. Membership Policies and Procedures Update

This item was tabled and will be discussed at a future meeting.

12. Membership Concerns

CM Allgaier brought up an issue of misconduct at a Committee meeting and asked for advice from the Membership Committee. The behavior had interrupted a previous committee meeting and had made the other Council members present uncomfortable.

CM Pearce advocated addressing the issue in a non-confrontational manner.

CM Hicks noted that it is acceptable to ask a person to leave a meeting if they are being disruptive.

13. Next Meeting Date & Agenda Items

Changes to the Membership Policies and Procedures:

- Council member reimbursements
- New section on mentoring of New Members
- Membership Category Changes

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

[Home](#) | [Community Outreach & Advocacy Committee](#) | [Infrastructure & Policy Committee](#) | [Evaluation Committee](#)
[Membership Committee](#) | [Planning Committee](#) | [Steering Committee](#)

San Francisco
 HIV Health Services Planning Council
 Membership Committee Draft Agenda
 Monday, August 9, 2004
 25 Van Ness Ave., Room 330 B
 4:30-6:30 p.m.

AUG - 4 2004

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>July 12, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:50
7. Membership Interviews/Discussion - VOTE • Devin Anderson (5:00) • Billie-Jean Kanios (5:20)	Group	5:00
8. Council Demographic Update/ Application Update <i>Review and discuss Council demographics and new member applications received, including any new member recruitment needs and advertising.</i>	Group	5:50
9. Attendance Report <i>Council Support will present the attendance report and the committee will review attendance and recommend letters to be sent where necessary.</i>	Council Support/ Group	6:05
10. Requested Leaves of Absence-VOTE <i>The Committee will discuss CM Catherine Geanuracos' and CM Mark Dunlop's requested leaves of absence and vote on approval of the leaves.</i>	Group	6:15
11. Membership Policies and Procedures Update <i>Discuss suggested changes to the Membership Policies and Procedures in the following sections and/or topics:</i> • Council Member absences • Leave of Absence	Group	6:20
12. Next Meeting Date & Agenda Items <i>Changes to the Membership Policies and Procedures:</i> • Council member reimbursements • New section on mentoring of New Members • Membership Category Changes	Group	6:30

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Monday, September 13, 2004

25 Van Ness Ave., Room 330 A

4:30-6:30 p.m.

DRAFT

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>August 8, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:50
7. Review Council Membership Requirements <i>The Committee will review the membership requirements in the Membership Policies & Procedures as well as in the By-laws and HRSA guidance.</i>	Council Support/ Group	5:00
8. Appropriate Council Announcements <i>The Committee will discuss appropriate announcements for Council members to receive.</i>	Group	5:05
9. Council Demographic Update/ Application Update <i>Review and discuss Council demographics and new member applications received, including any new member recruitment needs and advertising.</i>	Group	5:10
10. Attendance Letter Update <i>The Committee will discuss attendance letters sent out and the responses received.</i>	Council Support	5:35
11. Attendance Report <i>Council Support will present the attendance report and the committee will review attendance and recommend letters to be sent where necessary.</i>	Council Support/ Group	5:40
12. Requested Leave of Absence-VOTE <i>The Committee will discuss CM Brad Hume's requested leave of absence and vote on approval of the leave.</i>	Group	5:50
13. Committee Change Request Forms <i>The Committee will review and discuss the committee change request forms and assign members to their home committees.</i>	Group	5:55
14. Membership Policies and Procedures Update <i>Discuss suggested changes to the Membership Policies and Procedures in the following sections and/or topics:</i> · Council Member absences · Leave of Absence	Group	6:10

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Changes to the Membership Policies and Procedures:

- Council member reimbursements
- New section on mentoring of New Members
- Membership Category Changes

Mission Statement: To recruit, screen, train and retain Council Members.

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Monday, October 11, 2004

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>September 13, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:50
7. Council Demographic Update/ Application Update <i>Review and discuss Council demographics and new member applications received, including any new member recruitment needs and advertising.</i>	Group	4:55
8. Attendance Letter Update <i>The Committee will discuss attendance letters sent out and the responses received.</i>	Council Support	5:20
9. Attendance Report <i>Council Support will present the attendance report and the committee will review attendance and recommend letters to be sent where necessary.</i>	Council Support/ Group	5:25
10. Meeting Ground Rules/ Council Member Code of Conduct <i>The Committee will begin to develop meeting ground rules and a Council member Code of Conduct.</i>	Group	5:35
11. Review Committee Calendar <i>The Committee will review their committee calendar for the development of the master calendar.</i>	Group	5:55
12. Membership Policies and Procedures Update <i>Discuss suggested changes to the Membership Policies and Procedures in the following sections and/or topics:</i> · Council Member absences · Leave of Absence	Group	6:05
13. Open Committee Co-chair Nominations- VOTE <i>The Co-chairs will open committee co-chair nominations, if ready the committee will vote on new committee co-chairs.</i>	Group	6:20
14. Next Meeting Date & Agenda Items Changes to the Membership Policies and Procedures: · Council member reimbursements · New section on mentoring of New Members · Membership Category Changes	Group	6:25

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= Membership Committee Draft Minutes

Monday, October 11, 2004

730 Polk Street, 3rd Floor Conference Room (Project Open Hand)

4:30-6:30 p.m.

Committee Members Present: Mjay Sanders, Jorge Rodriguez, Walter Miller, Anita Booker, Norman Tanner

Other Council Members Present: Ken Pearce, Randy Allgaier, Charles Siron

Council Support: Jack Newby, Leah Crask, Kari Orvik

Others present: Raymond Banks

1. Introductions

2. Review/Approve Agenda

The agenda was reviewed and approved.

3. Review/Approve Minutes

The minutes were reviewed from the September 13, 2004 meeting.

CM Pearce clarified that CM Sanders had indicated a change in the last minutes, not CM Pearce, as he was not present. With these changes the minutes were approved.

4. Announcements

CM Allgaier announced that the Steering Committee will discuss having Prevention with Positives (HPPC) as an official home committee of the Planning Council.

CM Miller announced an HIV Housing seminar to discuss how PLWH can own homes at the LGBT Center. See CM Miller for details.

CM Sanders expressed his appreciation for the work of the Committee and of Council support.

5. Public Comment

Raymond Banks asked what the Council had done to recruit formerly incarcerated members, and recruiting new members by advertising in papers in Hunters Point.

6. Steering Committee Update

CM Sanders reported that the Steering Committee had worked on motions regarding allocations to bring to the full Council meeting.

7. Council Demographic Update/ Application Update

The Committee reviewed and discussed the Council demographics and new member applications received. See handout.

Currently there are 33 Council members.

CM Pearce requested that Council support get EPI data that gives race and gender information.

CM Sanders stated that Council support was working with the grantwriter from the AIDS office to ensure that the Council is in compliance with HRSA.

CM Sanders announced that two new applications had been received from prospective members, who will be invited to the next meeting. Leah Crask will mail out the applications to committee members.

8. Planning Council Committee Membership Review and Update

The Committee discussed Council Committee membership.

CM Allgaier stated that the Evaluation Committee had not had a quorum in 4 months and needs more members.

CM Booker observed that the majority of Council members of color were on the Membership committee.

CM Miller offered to switch to the Evaluation committee.

CM Pearce commented that the Council should have systems in place for assigning committees.

CM Booker offered to switch committees if needed.

CM Sanders suggested assigning the three new members to the Council to home committees.

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CM Pearce stated the need for having a Caucasian male on the membership committee to reflect the demographics of HIV in the EMA.

CM Allgaier stated the Evaluation committee needed more diversity.

CM Allgaier stated the need to strive for having at least one committee co-chair be HIV positive, though it is not mandated.

- The Committee made the following assignments of members to committees: CM Walter Miller Jr. to Evaluation, CM Devin Anderson to Membership, CM Billie Jean Kanios to Planning, CM Sparkie Spaeth to Evaluation.

9. Attendance Letter Update

The Committee discussed attendance letters.

The Committee sent out 4 letters in August, and heard back from everyone except for 2 members.

One member was sent a letter whose term was not renewed.

One member was sent a final assumed resignation.

10. Attendance Report

Council Support presented the attendance report, which the Committee reviewed.

Three Council members did not appear on the report because they had not attended any meetings.

CM Pearce observed that 12 Council members did not meet the attendance requirements.

CM Booker stated the need to be consistent in the process about when to take action regarding attendance.

Vacations are not excused absences, but Council members can contact Membership or Council support to explain circumstances.

Membership will make an announcement at the full Council meeting about monitoring attendance and sending out letters.

11. Meeting Ground Rules/ Council Member Code of Conduct

The Committee discussed developing meeting ground rules and a Council member Code of Conduct.

CM Allgaier suggested posting meeting rules at meeting. Membership can forward a recommendation to Steering defining inappropriate behavior.

CM Booker recommended that the document come from the I and P Committee.

CM Pearce suggested that Council support get the Prevention Council's Rules of Engagement to review at the next meeting.

12. Review Committee Calendar

The Committee reviewed the committee calendar.

CM Allgaier commented that the Committee's calendar should be put into the larger context of the Council's mission and goals.

The Committee will review the calendar and bring suggestions back to next meeting, keeping CM Allgaier's comments in mind.

13. Membership Policies and Procedures Update

CM Pearce suggested cleaning up obvious inconsistencies in the policies and procedures, for example, what is an excused illness.

14. Open Committee Co-chair Nominations- VOTE

CM Booker nominated CM Tanner for Committee co-chair. CM Tanner accepted.

CM Allgaier nominated CM Rodriguez for Committee co-chair. CM Rodriguez accepted.

The nominations for committee co-chair were closed and accepted.

15. Next Meeting Date & Agenda Items

The Committee will discuss changes to the Membership Policies and Procedures, Council member reimbursements, mentoring new members, and membership category changes.

The meeting adjourned at 6:30pm.

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HIV Health Services Planning Council
 Membership Committee Draft Agenda
 Monday, November 8, 2004
 25 Van Ness Ave, Room 330A
 4:30-6:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>October 11,, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:50
7. Council Demographic Update/ Application Update <i>Review and discuss Council demographics and new member applications received, including any new member recruitment needs and advertising.</i>	Group	4:55
8. Requested Leave of Absence-VOTE <i>The Committee will discuss CM Susan Shea's requested leave of absence and vote on approval of the leave.</i>	Group	5:20
9. Attendance Letter Update <i>The Committee will discuss attendance letters sent out and the responses received.</i>	Council Support	5:25
10. Membership Interviews/Discussion - VOTE • Charles Howard (5:30)	Group	5:30
11. Meeting Ground Rules/ Council Member Code of Conduct <i>The Committee will begin to develop meeting ground rules and a Council member Code of Conduct.</i>	Group	6:00
12. Develop Committee Work Plan <i>The Committee will begin to develop their work plan for the coming year, which will be incorporated into the larger Council work plan.</i>	Group	6:10
13. Membership Policies and Procedures Update <i>Discuss suggested changes to the Membership Policies and Procedures in the following sections and/or topics:</i> • Council Member absences • Leave of Absence	Group	6:20
14. Next Meeting Date & Agenda Items Changes to the Membership Policies and Procedures: • Council member reimbursements • New section on mentoring of New Members • Membership Category Changes	Group	6:30

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Committee Assignment Process

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- San Francisco

HIV Health Services Planning Council
Membership Committee Draft Minutes
Monday, November 8, 2004
330 Van Ness Avenue, Room 330A
4:30-6:30 p.m.

Committee Members Present: Jorge Rodriguez, Anita Booker, Mjay Sanders

Other Council Members Present: Ken Pearce, Randy Allgaier, Charles Siron

Council Support: Leah Crask, Kari Orvik, Jack Newby

Others present: Raymond Banks, Marshia Herron (HIV Health Services), Charles Howard

DRAFT

1. Introductions

2. Review/Approve Agenda

The agenda was reviewed.

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3. Review/Approve Minutes

The minutes for the October 11, 2004 meeting were reviewed.

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4. Announcements

Marshia Herron announced an open house at the Stephen Cohen House on Tuesday, November 9, from 6-9pm.

5. Public Comment

6. Steering Committee Update

Steering reviewed motions for funding scenarios at the full Council meeting.

CM Rodriguez presented the new committee assignments.

7. Council Demographic Update/ Application Update

The Committee reviewed and discussed Council demographics and new member applications received.

One new member application had been received.

No American Indians or Alaskan natives were listed on the grant application.

CM Pearce stated that the committee should pick where to focus recruitment priorities.

The Committee reviewed the new member application.

Council support will follow up with checking references.

CM Rodriguez will help with reference checking.

8. Requested Leave of Absence - VOTE

Susan Shea

The committee recommended approving and forwarding Susan Shea's requested leave of absence to Steering.

9. Attendance Letter Update

Leah Crask presented an update of attendance letters sent and the responses received.

10. Membership Interviews/Discussion – VOTE

- *Charles Howard*

The Committee interviewed the new member candidate.

The Committee also discussed better training for new Council members, and in the future recommended asking what candidate's expectations were of being on the Council.

11. Meeting Ground Rules/ Council member code of conduct

The Committee discussed the Prevention Council's principles of engagement.

See handout.

CM Allgaier suggested that the Committee look over Prevention's document this month and come back to next month's meeting to begin a draft with language for the Planning Council. Then membership will forward the document to the full Council. Jack Newby will check with other Planning Councils to see what they use.

12. Develop Committee Work Plan

The Committee reviewed their committee calendar for the development of the master calendar. Jack Newby asked the committee to consider holding more than 2 appointment periods, or at least 3. CM Rodriguez suggested creating a job description for council members. Raymond Banks stated that a job description would discourage participation from consumers. Marshia Herron suggested coming up with recruitment strategies.

Goals

- Look at membership in terms of demographics and compliance
- To recruit and bring membership to 90% of 40 seats available
- Increase attendance to meetings (percentage)
- Ensure new member orientation within 60 days.
- Matrix to look at demographics (revise application)
- Leadership development strategy
- Increase recruitment frequency

13. Membership Policies and Procedures Update

Discuss suggested changes to the Membership Policies and Procedures in the following sections and/or topics:

- *Council Member absences*
- *Leave of Absence*

The Committee stated that Council members are allowed one absence per quarter in addition to their excused absence.

14. Next Meeting Date & Agenda Items

Changes to the Membership Policies and Procedures:

- *Council member reimbursements*
- *New section on mentoring of New Members*
- *Membership Category Changes*

CM Allgaier recommended that the following issue be brought to Steering: the City does not allow proxies, but the Planning Council is mandated by HRSA to allow HIV positive members to have a proxy.

The meeting adjourned at 6:30pm.

San Francisco
 = HIV Health Services Planning Council
 = Membership Committee Draft Agenda
 Monday, December 13, 2004
 25 Van Ness Ave, Room 330B
 4:30-6:30 p.m.

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DRAFT

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>November 8, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:50
7. Council Demographic Update/ Application Update <i>Review and discuss Council demographics and new member applications received.</i>	Group	4:55
8. Membership Interviews/Discussion - VOTE (Closed Session) <i>Christopher Callandrillo 5:00 p.m.</i> <i>Raymond Banks 5:20 p.m.</i> <i>Vote on interviewee from November.</i>	Group	5:00
9. Council Member Personnel Discussion (Closed Session) <i>The Committee will discuss personnel issues with in the Council.</i>	Group	5:45
10. Committee Change Request <i>The Committee will discuss a committee change request from CM Graham.</i>	Group	5:50
11 Recruiting Schedule <i>The Committee will begin to develop a new member recruiting schedule. The committee will consider a posting on volunteer match.</i>	Group	6:05
12. Attendance Letter Update <i>The Committee will discuss attendance letters sent out and the responses received.</i>	Council Support	6:15
13. Meeting Ground Rules/Council Member Code of Conduct <i>The Committee will continue to develop meeting ground rules and a Council member Code of Conduct.</i>	Group	6:17
14. Membership Policies and Procedures Update <i>Discuss suggested changes to the Membership Policies and Procedures in the following sections and/or topics:</i> <i>· Leave of Absence</i> <i>· Council member reimbursements</i>	Group	6:25
15. Next Meeting Date & Agenda Items Changes to the Membership Policies and Procedures:	Group	6:30

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

- New section on mentoring of New Members
- Membership Category Changes
- Committee Assignment Process

Mission Statement: To recruit, screen, train and retain Council Members.


 HIV Health Services Planning Council
 730 Polk Street San Francisco, CA 94109

 San Francisco Department of Public Health, AIDS Office
 25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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- San Francisco
= HIV Health Services Planning Council
= Membership Committee Draft Minutes
Monday, December 13, 2004
330 Van Ness Avenue, Room 330A
4:30-6:30 p.m.

Committee Members Present: Anita Booker, Devin Anderson, Norman Tanner, Mary Lawrence Hicks

Other Council Members Present: Ken Pearce, Randy Allgaier, Charles Siron

Council Support: Leah Crask, Kari Orvik, Jack Newby

Others present: Marsha Herring (HIV Health Services),

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DRAFT

1. Introductions

2. Review/Approve Agenda

The agenda was reviewed and approved.

3. Review/Approve Minutes

The minutes for the November 8, 2004 meeting were reviewed and approved.

4. Announcements

Kari Orvik announced that she will be leaving her position in January.

5. Public Comment

6. Steering Committee Update

The Steering retreat will be held on December 20, 2004 at the San Francisco Zen Center.

7. Council Demographic Update/ Application Update

Jack Newby reported that one new member application had been received.

CM Pearce suggested it would be helpful to include in the demographic report information about who is leaving the Council and how that affects Council demographics and recruitment efforts.

CM Booker supported this idea.

CM Pearce suggested having categories that clarify age demographics to separate out youth and seniors.

CM Allgaier stated that the demographics report reflects HRSA's categories.

Marsha Herring stated that age demographics might be able to be obtained through Reggie.

Jack Newby stated that the average highest age limit for youth is 25. Implementation might take some time, since a consultant would have to be brought in to adjust the database

Leah Crask reported that the Council currently has 32 members. There are membership gaps for African-Americans, Native Americans, transgender, and API.

CM Booker stated that she asked Marsha Herring to take her to programs that have graduating clients or students in order to recruit more African-American women and transgender applicants.

Marsha Herring reported that the AIDS Office was in the process of doing a comprehensive monthly monitoring with Marin.

CM Allgaier stated that residents of Marin County will give presentations at the January Council meeting. The upcoming needs assessment will be EMA-wide, and include Marin and San Mateo counties.

CM Pearce stated that overall Council representation should be increased so that Marin does not have a disproportionate amount of representation.

CM Booker stated that the Council is just hearing from them at the full Council meeting.

Jack Newby stated that the Council needs minimum representation from other counties, and cannot limit the number of members from other counties.

A motion was made to interview the new applicant.

The motion was approved.

8. Membership Interviews/Discussion – VOTE (Closed Session)

The committee discussed the interviewee from November.

Jack Newby stated that he was having difficulty checking the candidate's references, and asked if the committee needed to see all three references.

The committee discussed setting standards for the interview process and determined that it will ask for three references, two are acceptable, and if there is only one, there will be a discussion about it.

CM Pearce stated that references are part of the picture, not the whole picture.

CM McMurray suggested encouraging new applicants to attend a few Committee meetings before they interview.

9. Council Member Personnel Discussion (Closed Session)

The committee discussed Council member personnel.

It was determined that Council members need to better understand their roles on the Council and a process should be identified to handle behavioral infractions.

CM Pearce suggested that co-chairs reiterate in meetings that Council members should be cautious about representing themselves outside of the Council, and a written process should be in place for when members are out of line and possible probation.

It should be brought up at Steering to amend the policies and procedures so that there is a written procedure for behavioral infractions.

The committee discussed a Council procedure for behavioral infractions.

The co-chairs will reference the by-laws, present a letter in writing that lists a Council member's behavioral infractions and makes explicit that these infractions cannot happen again, and then present the letter to the Council member.

It was suggested that a letter requesting a Council member's dismissal should CC the Mayor's office.

The co-chairs will also present the policy to the full Council.

CM Hicks stated that in other organizations, if person is out of line, but does not threaten other members, a behavioral contract is written. If the behavior includes threats, the person is asked to leave the organization.

The co-chairs should be empowered to say if they ever feel threatened by a member.

Jack Newby stated that there is no established formal process. Any behavioral contract should state that the member in question may, and agree, to be removed from the Council if further infractions occur.

If the letter is not signed by the member, there will be witnesses that procedure is being followed according to the by-laws.

10. Committee Change Request

CM Graham requested a committee change from Planning to Community and Outreach.

The Committee voted. The request was granted.

11. Recruiting Schedule

CM Pearce suggested posting an ad on the Volunteer Match website to recruit new Council members.

Jack Newby cautioned that recruitment should be strategic and should happen within communities, after the committee has looked at demographics and identified target populations.

CM McMurray reported that the COA committee was making strides in this area by holding quarterly meetings in different communities. The first of these meetings will be held in January at the API Wellness Center. There will be open discussion with the community and an opportunity to publicize the Planning Council and what it does, as well as identify community leaders.

CM Allgaier expressed concern that placing an ad on a website is passive recruiting, advocating instead for people to be out in communities.

CM Booker stated she had had negative experiences with volunteer recruitment websites.

CM Hicks suggested focusing on the vetting process in the interest of retaining members.

CM Siron pointed out that this would entail more work for the committee.

CM McMurray suggested having a Membership committee member attend the community meetings to talk about membership and hand out new member applications

Jack Newby stated that vetting and retention begins with recruitment. There are many people who want to do good in the community, but may not fully understand what the Council does and what their role would be on it.

Jack Newby asked the committee what it would like Council support to do, stating that Council support can coordinate meetings, send out monthly press releases and meeting schedules to community newsletters, anything that committee directs that will move the process along.

Jack Newby asked how successful the ad was in the BAR, and suggested that the committee try to track where new applicants heard about the Council.

A motion was made to give Council Support full prerogative to do all forms of recruitment.

The motion was approved.

12. Attendance Letter Update

Leah presented an update of letters sent and recommended other letters to be sent.

CM Hicks suggested announcing at the next full Council meeting that the Membership committee is reigning in on attendance so that people are warned in advance that they might receive attendance letters.

13. Meeting Ground Rules/ Council member code of conduct

This item was postponed to the next meeting.

14. Membership Policies and Procedures Update

This item was postponed to the next meeting.

15. Next Meeting Date & Agenda Items

Changes to the Membership Policies and Procedures:

- *Council member reimbursements*
- *New section on mentoring of New Members*
- *Membership Category Changes*

The meeting adjourned at 6:30pm.

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HIV Health Services Planning Council

Membership Committee Draft Agenda

Monday, January 10, 2005

25 Van Ness Ave, Room 330B

4:30-6:30 p.m.

DRAFT

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>December 13, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions. --Steering Committee Strategic Planning Meeting Update</i>	Co-chairs	4:50
50 7. Membership Interviews/Discussion - VOTE (Closed Session) <i>Dorothy Kleffner 5:00 p.m. Raymond Banks (tentative) 5:20 p.m. Council Support will report on applicant references.</i>	Group	5:00
105 t 8. Council Demographic Update/ Application Update <i>Review and discuss Council demographics and new member applications received, as well as needed.</i>	Group	5:40
9. Recruiting Report <i>Council Support will report back to the committee on current recruitment efforts.</i>	Jack Newby	5:50
10. Attendance Letter Update <i>The Committee will discuss attendance letters sent out and the responses received.</i>	Jack Newby	5:55
11. Meeting Ground Rules/Council Member Code of Conduct <i>The Committee will continue to develop meeting ground rules and a Council member Code of Conduct.</i>	Group	6:00
12. Membership Policies and Procedures Update <i>Discuss suggested changes to the Membership Policies and Procedures in the following sections and/or topics:</i> <i>· Leave of Absence</i> <i>· Council member reimbursements</i>	Group	6:15
13. Committee Work Plan Update & Timeline <i>The Committee will review the work plan discussion and timeline from the Steering Committee retreat.</i>	Group	6:25
14. Next Meeting Date & Agenda Items <i>Changes to the Membership Policies and Procedures:</i> <i>· New section on mentoring of New Members</i> <i>· Membership Category Changes</i>	Group	6:30

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- Jan. Fr. 1/11/05
HIV Health Services Planning Council
Membership Committee Draft Minutes
Monday, January 10, 2005
25 Van Ness Ave, Room 330B
4:30-6:30 p.m.

Committee Members Present: Anita Booker, Devin Anderson, Norman Tanner, Mary Lawrence Hicks, Brad Hume

Other Council Members Present: Charles Siron, Darnell Durio, Brian DiCrocco

Council Support: Jack Newby, Wilhelmina Parker, Nicole Matos

Others present: Marshia Herring (HIV Health Services), Raymond Banks, Dorothy Kleffner, Richard Johnson

DRAFT

1. Introductions

2. Review/Approve Agenda

Agenda was reviewed and approved.

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3. Review/Approve Minutes

December 13, 2004 minutes were reviewed and approved.

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4. Announcements

CM Hume stated that he is deciding if he wants to stay on the committee and if he does he may want to switch committees. Stated that he will need to request information on whether this was possible or not.

5. Public Comment

No public comments were made.

6. Steering Committee Update

The co-chairs presented a monthly update of the Steering Committee activities and discussions along with a Steering Committee Planning meeting update.

CM Booker: very good retreat; put together a cohesive plan of committee priorities. Referred to retreat handout; priorities listed there.

Jack Newby: requested buy in to increase membership and provide an orientation to new committee members within first 60 days. Matching membership skills to committee instead of members choosing what committee they want to be on. Training and possible exit interviews.

CM Booker: asked if members in meeting agreed with the stated priorities from the retreat.

CM Hume: asked why priorities aren't stated in the handout.

CM Hicks: what is the timeline for the top 4 priorities?

Jack Newby: attendance: June, increased membership: March

CM Hicks: How are we going to improve membership?

CM Booker: is very aggressive to increase membership and attendance by 90%, but retreat came up with good ideas.

7. Membership Interviews/Discussion - VOTE (Closed Session)

Dorothy Kleffner and Raymond Banks were interviewed for membership.

The Committee voted to forward both applicants to the Full Council for a membership vote.

8. Council Demographic Update/ Application Update

Jack Newby: have not received any new applications for membership and expect to lose others in the coming months. Last meeting there were suggestions about putting out a press release and posting on the website, which have been done. Also, particularly reaching out to communities of color and women.

CM Booker: Were providers contacted in these communities?

Jack Newby: no, due to this aspect of the outreach is focused on looking for people that aren't necessarily in care but will be reaching out to these providers in the near future. Jack will talk to Leah about the changes in demographics. Gender and age requirements are not in line with HRSA so this needs to be addressed ASAP.

9. Recruiting Report

CM Hicks: this looks like a reoccurring theme, we need more people and need to retain more members. How do we break this cycle so that new members really know what they're getting into? Better orientation and better mentoring are necessary but how do we move forward?

Jack Newby: membership retention starts with membership recruitment and now that there will be a staff person dedicated to this task. Members will be in a training committee for the first 60 days instead of just taking that time to find out what committees they want to participate in. Trying to use the member's skills more fully.

CM Booker: Big piece of it is training right from the start. Talk to these people about how their skills could best be utilized instead of just what brought them into the committee in the first place.

Jack Newby: people are attracted to what they know, which is why members need to be trained about the various options.

CM Hume: suggested maintaining a balance because people come in to work with their passion so if people are just placed where it seems they would fit best, some people may not want to follow through.

CM Booker: also a reason to start implementing exit interviews just to see exactly why someone is leaving in order to fix possible issues or getting feedback.

CM Durio: the matching of mentors needs to be between people that have an affinity for each other.

CM Booker: suggested needing some allocated amount of time to discuss these issues.

10. Attendance Letter Update

Jack Newby: no letters have been sent this month.

11. Meeting Ground Rules/Council Member Code of Conduct

CM Tanner: referred to handout from Prevention Council and will be for the full council and every committee.

Jack Newby: and consequences need to be stated and understood in case anything comes up.

CM Hicks: people don't follow the "Robert's Rules of Order" and are getting out of order. Suggests presenting Robert's Rules and what the consequences are for not following them.

Jack Newby: this is what we're looking at. What are the rules? This is what we need to discuss and agree on. These rules and expectations need to be handed out from the beginning.

Members are given the Robert's Rules but the facilitators don't necessarily don't follow them when members break them.

CM Hicks: meetings need to be kept out of chaos. The parliamentary piece is what is missing due to this being such an enormous task. Is it possible to have a parliamentarian?

CM Hume: when a session was given to educate it helped a great deal. As it stands, the rules are used on a pick and chose basis. The whole spectrum isn't really necessary but it is a case that you use them or you don't. So if there was an ability to have someone dedicated to this 100% it would work best.

CM Booker: agrees with CM Hume. Generally just need some basic guidelines of respectful rules that all can engage in and understand. Particularly, stopping people from talking over each other and interrupting.

CM Durio: believes that these rules have been used against him because he's more of an outsider, the rules have not been used properly or consistently.

DiCrocco: agrees with CM Durio and also agrees that training needs to happen.

Raymond Banks: need a distinction between the general public and Council's use of rules. Regarding membership, it needs to not play favorites. Instead utilize the rules with everyone in every way. A parliamentarian isn't necessarily the solution.

CM Hicks: everything that has been said makes her see that Robert's Rules aren't being utilized correctly. More training needs to be done and decide as a group what of Robert's Rules will be used and then be consistent.

CM Booker: agrees with CM Hicks. We need to come up with core Robert's Rules and be trained on them.

General group consensus was to have Wilhelmina Parker do an intensive training for the group.

Council Support will outline a policy to bring to the Committee.

12. Membership Policies and Procedures Update

Discuss suggested changes to the Membership Policies and Procedures in the following sections and/or topics:

- *Leave of Absence*
- *Council member reimbursements*

Tabled for next meeting due to time restraints.

13. Committee Work Plan Update & Timeline

The Committee will review the work plan discussion and timeline from the Steering Committee retreat.

Tabled for next meeting due to time restraints.

14. Next Meeting Date & Agenda Items

Next meeting is scheduled for February 14, 2005 from 4:30-6:30pm.

Changes to the Membership Policies and Procedures:

- New section on mentoring of New Members
- Membership Category Changes
- Committee Assignment Process

Tabled agenda items:

- Membership Policies and Procedures Update
- Committee Work Plan Update & Timeline
- Meeting Ground Rules/Council Member Code of Conduct

Meeting adjourned at 6:40pm.

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San Francisco
 HIV Health Services Planning Council
 Membership Committee Draft Agenda
 Monday, February 14, 2005
 25 Van Ness Ave, Room 330A
 4:30-6:30 p.m.

DRAFT

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>January 10, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:50
7. Membership Interviews/Discussion - VOTE (Closed Session) Group <i>Christopher Callandrillo 5:00 p.m.</i> <i>Mark Molnar 5:15 p.m.</i> <i>Council Support will report on applicant references.</i>	Group	4:55
8. Council Demographic Update/ Application Update- VOTE <i>Review and discuss Council demographics and new member applications received, as well as needed. The Committee will discuss changes in the Council Demographic Report and vote to approve changes to be incorporated in the policy manual.</i>	Group	5:35
9. Recruiting Plan & Report/ Committee Work Plan <i>Council Support will report to the committee on the development of a recruiting plan and report on current recruitment efforts. The Committee will also review the Committee Work Plan from the Steering Committee retreat.</i>	Council Support	5:50
10. Membership Term Renewal- VOTE <i>The Committee will vote on membership term renewal for Darnell Durio, effective April 1, 2005.</i>	Group	6:00
11. Membership Committee Change Request- VOTE <i>The Committee will vote on a committee change request for CM Anderson.</i>	Group	6:03
12. Attendance Letter Update <i>The Committee will discuss attendance letters sent out and the responses received.</i>	Council Support	6:05
13. Draft Council Member Code of Conduct Policy-VOTE <i>The Committee will discuss the draft Council Member Code of Conduct Policy and vote to forward on to Steering for approval by the Full Council at the next meeting.</i>	Group	6:10
14. Background/ Discussion of Counties in the EMA <i>The Committee will discuss background information regarding the presentations from San Mateo and Marin County. The committee will then forward their ideas to the Steering Committee.</i>	Group	6:20

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1. Changes to the Membership Policies and Procedures
2. Revise Membership Application

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730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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~~HIV Health Services Planning Council~~
~~Membership Committee Draft Agenda~~
 Monday, March 14, 2005
 25 Van Ness Ave, Room 330B
 4:30-6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>February 14, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:50
7. Membership Interviews/Discussion - VOTE (Closed Session) Group <i>Apollo Cabrera 5:00 p.m.</i> <i>James Daniel 5:15 p.m.</i> <i>Bobbie Jean Baker 5:30 p.m.</i> <i>Robert Oropeza 5:45 p.m.</i> <i>Gary Harrell 6:00 p.m.</i> <i>Council Support will report on applicant references and current Council demographics. The Committee will vote to forward applicants names to the Full Council for a membership vote.</i>	Group	4:55
8. Application Update- VOTE <i>The Committee will review and discuss new member applications receive and decide on inviting potential members for an interview.</i>	Group	6:20
9. Membership Term Renewal- VOTE <i>The Committee will vote on membership term renewal for Anita Booker, effective May 1, 2005.</i>	Group	6:25
10. Committee Co-chair Nominations- VOTE <i>The group will nominate and vote on new Membership Committee Co-chairs.</i>	Group	6:27
11. Next Meeting Date & Agenda Items <i>1. Changes to the Membership Policies and Procedures</i> <i>2. Revise Membership Application</i> <i>3. Attendance Update</i>	Group	6:30

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APR - 7 2005

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HIV Health Services Planning Council
 Membership Committee Draft Agenda
 Monday, April 11, 2005
 25 Van Ness Ave, Room 330B
 4:30-6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>March 14, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:50
7. Membership Interviews/Discussion - VOTE (Closed Session)	Group	4:55
<i>Kim Pickens 5:00 p.m.</i> <i>Ellen Sweetin 5:15 p.m.</i> <i>Michael Underhill 5:30 p.m.</i> <i>Brianna Canada 5:45 p.m.</i> <i>Clarence Smlecer 6:00 p.m.</i> <i>Council Support will report on applicant references and current Council demographics. The Committee will vote to forward applicants names to the Full Council for a membership vote. The Committee will also vote on forwarding Robert Oropeza's name to the full Council.</i>		
8. Application Update- VOTE <i>The Committee will review and discuss new member applications received and decide on inviting potential members for an interview.</i>	Group	6:20
9. Requested Leave of Absence- VOTE <i>The Committee will review and vote to approve a Leave from Absence from CM Flood for July 25th through August 14th, 2005</i>	Group	6:25
10. Committee Co-chair Nominations- VOTE <i>The group will nominate and vote on a second new Membership Committee Co-chair.</i>	Group	6:27
11. Next Meeting Date & Agenda Items	Group	6:30
1. <i>Changes to the Membership Policies and Procedures</i> 2. <i>Revise Membership Application</i> 3. <i>Attendance Update</i>		

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Committee discussed candidate Ellen Sweetin. CM Booker moved to approve. CM Graham seconded. All voted in favor of recommending Ellen Sweetin for membership on the Council.

Committee discussed candidate Clarence Smelcer. CM Pearce moved to approve. CM Booker seconded. All voted in favor of recommending Clarence Smelcer for membership on the Council.

Committee discussed Council demographics, and Jack Newby reported that transgender demographic is over represented on the Council but it is up to the Committee to decide how they want to handle this issue. Committee discussed the need for unaffiliated consumers.

CM Pearce moved to have candidate Robert Oropeza's name forwarded to Full Council for approval. CM Graham seconded. Eight voted in favor. One opposed.

Committee discussed candidate Kim Pickens. CM Graham moved to approve candidate Kim Pickens. CM Pearce seconded. A vote for recommending Kim Pickens for membership to the Council: all in favor.

Committee discussed candidate Michael Underhill. CM Simmons moved to approve candidate Underhill. CM Siron seconded. A vote for recommending Michael Underhill for membership to the Council: three in favor, six opposed. For now, Committee decided not to forward candidate Underhill's name.

Kim Pickens, Ellen Sweetin, Clarence Smelcer, and Robert Oropeza will be put on the slate for the Full Council Meeting.

8. Application Update- VOTE

The Committee will review and discuss new member applications received and decide on inviting potential members for an interview.

CM Hume discussed Council Membership applicants to be reviewed for inviting for future interview. Not enough time remaining to complete this agenda item. No applicants reviewed or considered for future interview.

9. Requested Leave of Absence- VOTE

The Committee will review and vote to approve a Leave of Absence from CM Flood for July 25th through August 14th, 2005

Council Support Leah Crask read to Committee a written leave of absence request from CM Flood for July 25 through August 14.

CM Booker moved to approve. CM Miller seconded. No discussion. All voted in favor of approving CM Flood's leave of absence.

10. Committee Co-chair Nominations- VOTE

The group will nominate and vote on a second new Membership Committee Co-chair.

No time remaining to discuss this agenda item.

11. Next Meeting Date & Agenda Items

1. *Changes to the Membership Policies and Procedures*
2. *Revise Membership Application*
3. *Attendance Update*

MEETING ADJOURNED AT 6:35 pm

Mission Statement: *To recruit, screen, train and retain Council Members.*

San Francisco
HIV Health Services Planning Council
Membership Committee Draft Agenda
Monday, May 9, 2005
25 Van Ness Ave, Room 330A
4:30-6:30 p.m.

MAY - 5 2005

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05-05 01:00:56

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:33
3. Review/Approve Minutes <i>April 11, 2004</i>	Group	4:35
4. Announcements	Group	4:40
5. Public Comment	Public	4:45
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:50
7. Review Council Policy & Procedures Table of Contents <i>The Committee will review a draft of the Council Policy & Procedures Table of Contents and discuss adding or changing any pertinent documents to this committee. The committee will begin to review the documents if time allows. The committee will continue to review their appropriate documents at the next meeting.</i>	Group	4:55
8. Discipline and Involuntary Removal Policy <i>The Committee will continue to develop a Discipline and Involuntary Removal Policy for Council Members and working group members.</i>	Group	5:05
9. Discussion of Membership Selection Criteria <i>The Committee will discuss membership selection criteria and possible begin to develop a policy with regards to membership selection.</i>	Group	5:25
10. Revising Membership Application Discussion <i>The Committee will discuss and begin to revise the membership application form.</i>	Group	5:50
11. New Member Mentoring Discussion <i>The group will discuss the mentoring program for new Council Members.</i>	Group	6:05
12. Council Demographic Update/ Application Update <i>Review and discuss Council demographics and new member applications received.</i>	Group	6:20
13. Next Meeting Date & Agenda Items 1. Review Policy & Procedure Documents 2. Review Membership Consumer Status, Aligned/Unaligned Consumers 3. Attendance Update	Group	6:30

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**HIV Health Services Planning Council
Membership Committee Draft MINUTES
Monday, May 9, 2005
25 Van Ness Ave, Room 330A
4:30-6:30 p.m.**

DOCUMENTS DEPT.

DEC 28 2005

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Allgaier

Council Support Present: Leah Crask; Wilhelmina Parker; Skot Jonz**Others Present:** Candy; Marshia Herring**1. Introductions****2. Review/Approve Agenda**

Committee reviewed the draft agenda. No comments or changes were made and the agenda was approved by consensus.

3. Review/Approve Minutes

Committee reviewed the minutes from April 11, 2005. CM Booker moved to approve the minutes. CM Hume seconded. All in favor of approving the minutes for April 11, 2005.

4. Announcements

There were no announcements.

5. Public Comment

There were no public comments.

6. Steering Committee Update

The Co-chairs will present a monthly update of the Steering Committee activities and discussions. CM Hume reviewed the Steering Committee activities, including the review and revision of the Policy and Procedures Table of Contents. He also reviewed the progress with the Needs Assessment survey tool, which has been finalized.

7. Review Council Policy & Procedures Table of Contents

The Committee will review a draft of the Council Policy & Procedures Table of Contents and discuss adding or changing any pertinent documents to this committee. The committee will begin to review the documents if time allows. The committee will continue to review their appropriate documents at the next meeting.

Committee reviewed the Policies & Procedures Table of Contents for items to add.

CM Hume suggested adding something regarding the mentoring program.

Another suggestion by Marshia Herring was to add the word "policy" to Involuntary Removal or Discipline.

Regarding the following items:

Residence Requirements; Nominations and Interview; Appointment Review; Term Length; Involuntary Removal or Discipline Policy (to be finalized and approved tonight); Committee Assignments (needs to be updated); Leave of Absence is included in the Membership P&P; Resignation (not available and needs to be drafted); Reimbursement (is in the current P&P); Training and Orientation (will be updated

by Council Support Wilhelmina Parker); Recruitment (being updated by Wilhelmina); and Proxy (which is completed); and the new item of Mentoring (which will be discussed later by Wilhelmina).

8. Discipline and Involuntary Removal Policy

CM Hume reviewed the policy and the changes marked in red and gave Committee an opportunity to review. Committee reviewed the document (on file at Council Support Offices). CM Hume and CM Allgaier mentioned that any action enforcing this policy or modifying it needs to include a step involving the Mayor's Office for approval. Any changes approved by this committee would be sent as a draft to the Mayor's Office. It was suggested that Council Support add the word DRAFT to the document before forwarding.

CM Kleffner brought up an issue that the term "respectful engagement" was unclear and needed more definition. Council Support will agree to find terminology that will clarify this wording regarding respectful engagement. CM Hume agreed to return to this issue next month and send out drafts to everyone ahead of time.

CM DiCrocchio brought up the issue of terminology regarding the issue with "serious felony offense" and a clearer definition for malfeasance.

CM Banks reiterated that there was a need to be more precise in defining some of the wording in this document.

Committee discussed that this terminology specifically refers to conviction of felonies while a Council Member.

CM Allgaier discussed that the "serious felony offense" and malfeasance need to be clarified and suggested looking at what other EMAs are doing.

CM Hume also asked regarding the comment "related to their council membership category" and Committee agreed that this needs clarification.

CM Allgaier discussed that this policy addresses the behavior of Council Members.

CM Bank asked why this policy is being drafted at this time as it seems extreme.

Marshia explained that this has been agreed by the Committee that it is unclear and needs work and the Committee is drafting. Marshia also expressed interest in working on rewriting this policy.

CM Booker mentioned that there have been incidents of Council members feeling threatened, attacked and violated, and represented the Council rather than representing themselves, and she indicated this is where the premise of this came from. This policy is designed to address members who become disrespectful of other Council Members.

CM DiCrocchio stated that the policy seems too complex and needs to be simplified, and too many sections are open for broad interpretation.

CM Allgaier clarified that this was about issues around Council work and not specifically felonies, and suggested being clear about other commissions policy, while keeping in mind HRSA mandates. CM Allgaier added that the grievance procedure should be added to the discipline and removal policies.

CM Hume indicated that I&P has been working on a grievance policy that addresses these issues.

CM Allgaier suggested that any grievance procedure in the Policies & Procedures Manual be referenced here in this document.

CM Banks asked why there had not been a policy such as this in all these many years of the Planning Council.

CM Allgaier added that the Council has lacked a system of accountability and it is the mission to be accountable to the AIDS Office, to the community and to the Council itself.

CM Banks commented that if this is a forward-moving policy, there should be some way to address someone who has been doing illegal activities in the past.

Committee agreed that this is an unacceptable approach as Council Members cannot be held to a policy that has just been created, especially if they are no longer participating in the activity in question. If so, this policy will address it and give the Council a means to do something about it.

Committee discussed various issues with regard to writing and implementing this policy. Committee

agreed to revise how this information would be disseminated to ensure confidentiality.

CM DiCrocco expressed concern regarding the issue about Membership Committee having the authority to suspend voting privileges, and believes that this should be approved by the Mayor's Office, not allowing time enough for the person to remedy the situation or file a grievance.

Committee discussed that Council Members are on the Planning Council to represent a service category rather than a service provider or agency.

CM Kleffner suggested clarifying "Council Members" in the introductory sentence.

Committee agreed that members will review another draft before the next Membership Committee meeting. After being finalized, this will be forwarded to the Mayor's Office.

9. Discussion of Membership Selection Criteria

The Committee will discuss membership selection criteria and possibly begin to develop a policy with regards to membership selection.

CM Hume reviewed with Committee how this committee has been interviewing applicants and described the requirements and selection criteria, primarily attendance at a Council Meeting and filling a needed demographic, and other than that it is a fairly subjective process. CM Hume went on to explain how some members came after interviews and expressed concern about a candidate. CM Hume suggested that if any one has comments that they be discussed at the table rather than after the fact.

CM Allgaier reiterated that it is inappropriate for members to express concerns after the fact.

CM Banks asked if HRSA would have a problem if certain demographic categories are not filled.

CM Hume indicated that certain seats are mandated, and HRSA requires that the Council reflects the demographics of the epidemic.

CM Banks suggested that the disregard for communities in the past could be rectified by changing the membership now.

CM Hume discussed how this is a challenging issue to deal with.

Committee reviewed various issues with regard to demographics.

CM Banks commented that something could be done in under served neighborhoods, such as the Southeast Corridor.

CM Hume stated that CM Banks could volunteer to work on recruitment for these populations.

CM Allgaier said that it is more than trying to find someone who just fits a demographic, but it is necessary to find someone who is committed to the process and willing to do the work. Otherwise it is a disservice. He added that it is necessary to look at what they have to offer, other than the demographic slot.

CM Hume brought the Committee back to the purpose of the agenda item, and suggested members offer specific examples of objective criteria.

What is the background or life experience that candidate brings?

What are the skill sets the person has to offer?

CM DiCrocco indicated that being bilingual is a good objective skill to have.

CM Kleffner asked that it be spelled out regarding what the policy is for County representatives.

CM Hume indicated that it is clarified that it be one person from the health department.

Committee agreed that this be discussed at the County Work Group and returned for approval at this Committee.

CM Booker asked how to ensure representation for those who are not represented on the Council.

Committee agreed to highlight this issue.

CM Allgaier suggested that anyone can claim that there is a certain group under represented on the Council, and offered that the Membership Committee look at the possibility of over-representation of certain groups to hear their voice. He suggested there be clarity around this during the election process.

Committee discussed how the issue of demographics and representation are looked at during every interview with candidates, and discussed how the demographics of the San Francisco EMA are looked at, not the percentages of demographics of the country.

Other objective criteria:

CM Kleffner indicated that issues in the by-laws related to this matter and suggested referencing the by-laws.

CM Allgaier indicated that subjective reasons for electing or rejecting a candidate be recorded somehow to leave a paper trail.

CM Booker mentioned that Membership Committee issues, such as addressing the Southeast Corridor, transportation and access to services can prohibit participation on the Council as well as many other issues.

Committee agreed that there is a lot of work on the Council and some people may need to be represented but may not be up to the task of all the work that needs to be done.

CM Hume advised CM Banks that he needs to choose a home committee, and invited him to join the Membership Committee. CM Banks replied that he is continuing to explore the various committees and is considering joining Community Outreach and Advocacy.

Committee agreed to send ideas and suggestions regarding this policy to Council Support for drafting.

10. Revising Membership Application Discussion

Committee reviewed the Membership Application form and discussed revisions.

CM Hume suggested having a checklist of skills that will be relevant to the work of the Council.

CM Kleffner suggested also adding "life experience" for those who have no other types of skills so the form will be less intimidating.

Marshia suggested that having the slot for "Title" moved to below agency and renamed "job title (if any)", and that agency and job title be listed under city, state and zip.

Regarding Category of Representation:

Committee discussed that this may be unclear to some candidates and that this has come up before regarding affected communities and representation.

Committee discussed that this list is focused toward providers, and suggested a similar list for consumers: for substance abuse, incarceration experience, etc. and state clearly that these are experiences the Council is looking for. Committee discussed that the list is for mandated representations.

Committee suggested adding the consumer categories as a second column and make this fit together on one page to clearly distinguish between consumers and providers.

CM Banks suggested a notation regarding offering assistance to complete the application be added.

CM Hume explained that more candidates will be interviewed in the coming months, and the membership application will be completed by the end of August.

11. New Member Mentoring Discussion

CM Hume provided a brief background on the matter of New Member Mentoring and turned over the discussion to Council Support, Wilhelmina Parker. She provided a review of the proposed mentoring program with new Council Members. Committee discussed training of mentors, resource tools, and other aspects of the mentoring program. Wilhelmina reviewed the training schedule and suggested soliciting people for the mentoring program, and discussing the selection criteria. Committee discussed mentors for the newest members.

Committee agreed to move forward with this and agreed that something will be sent out to the yahoo group, to solicit people for mentoring.

12. Council Demographic Update/ Application Update

Council Support. Leah Crask reviewed with Committee the latest Council demographics. The Demographic Summary was provided to all present and is on file at Council Support Offices. Committee reviewed and discussed.

13. Next Meeting Date & Agenda Items

Next meeting June 13th. Agenda items for the next meeting include:

1. *Review Policies & Procedures Documents*
2. *Review Membership Consumer Status, Aligned-Unaligned Consumers*
3. *Attendance Update*
4. *Draft Involuntary Removal or Member Discipline Policy*
5. *Review and Approve Membership Selection Criteria*
6. *Continue revision of Membership Application*

Mission Statement: To recruit, screen, train and retain Council Members.

The meeting adjourned at 6:37 pm

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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San Francisco
= HIV Health Services Planning Council
= Membership Committee Draft Agenda
Monday, June 13, 2005
35 Van Ness Ave, Room 330B
4:30-6:30 p.m.

DRAFT

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:32
3. Review/Approve Minutes <i>May 9, 2005</i>	Group	4:34
4. Announcements <i>Welcome Council Member Kleffner to Membership Committee</i>	Group	4:36
5. Public Comment	Public	4:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:45
7. Member Involuntary Removal or Discipline Policy <i>The Committee will finalize the Member Involuntary Removal or Discipline Policy.</i>	Group	4:50
8. Council Policy & Procedure Documents <i>The Committee will review changes made to the Council Policy & Procedure Table of Contents. The Committee will review and modify appropriate Membership Committee documents:</i> <ul style="list-style-type: none"> <i>Demographics and Membership Selection Criteria Policy</i> <i>Resignation Policy</i> <i>Rules for Respectful Engagement – VOTE whether to approve and pass on to Steering Committee</i> 	Group	5:10
9. Membership Application Form <i>The Committee will review modifications to the Membership Application Form and make additional changes as needed.</i>	Group	5:30
10. Council Member Attendance Update/Letters to Send <i>Council Support will provide Committee with an update on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.</i>	Council Support	5:50
11. Council Demographics Update/Application Update <i>Review and discuss Council demographics, including status of aligned and unaligned consumers. Committee will review new member applications received, and select candidates to schedule for interviews in July and August.</i>	Group	6:00
12. Leave of Absence Request – VOTE <i>Committee will vote whether to approve Council Member DiCrocco's Leave of Absence Request.</i>	Group	6:25
13. Next Meeting Date & Agenda Items	Group	6:30

Mission Statement: To recruit, screen, train and retain Council Members.

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

*HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109*

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102*

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**HIV Health Services Planning Council
Membership Committee Draft MINUTES
Monday, June 13, 2005
25 Van Ness Ave, Room 330B
4:30-6:30 p.m.**

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Committee Members Present: Brad Hume (co-chair); Mary Lawrence Hicks(co-chair)
Committee Members Absent: Anita Booker (co-chair); Randy Allgaier
Other Council Members Present: Dorothy Kleffner; Brian DiCrocco, Raymond Banks, Ken Pearce,
Mark Molnar, Charles Siron
Council Support Present: Jack Newby, Wilhelmina Parker, Skot Jonz, Hyla Breidenbaugh
Others Present: George Simmons, Brenda Walker

1. Introductions

The group introduced themselves.

2. Review/Approve Agenda

The committee reviewed the draft agenda. No changes were made and the agenda was approved by consensus.

3. Review/Approve Minutes

The committee reviewed the draft minutes from May 9, 2005. No comments or changes were made. The minutes were approved by consensus.

4. Announcements

Anita will not be here. CM Hume welcomed back Mary Lawrence.

5. Public Comment

None

6. Steering Committee Update

The Co-chairs presented a monthly update of the Steering Committee activities and discussions. CM Hume gave an update on the housing sub committee. Length of stay was looked at and it was recognized that the council would not need to worry about 300 people being thrown onto the street. If case management is pulled out of housing, it might be forgotten. The need for a clearer process of how the different committees communicate with each other was discussed.

7. Member Involuntary Removal or Discipline Policy

The Committee will finalize the Member Involuntary Removal or Discipline Policy.

CS Newby conducted a lot of research on similar policies of other EMAs and reported to the group on his findings. Removal for cause was the main reason. Conviction of illegal behavior, offensive behavior, and official misconduct were some of the reasons of cause. A discussion regarding the definition of these behaviors followed. Turpitude was defined as meaning bad behavior. CM Banks was concerned that there could be a plot to remove a member without just cause. CM Pearce tried to reassure him that the reason for this policy was because there had been incidents in the past and there was no way to remove the disruptive behavior such as shouting people down or calling people names. CM Hume explained that the Planning Council is an official council that legally has to have policies. CM Banks continued to express that he feels that there are "in and an outside" circles in the council. CM Molnar addressed how the wording unsubstantiated came across. CM Kieffner asked about the policy of

"Removal by CEO". Shee felt it should not be a policy, because having the power to remove a member without any objections is too much power. CM Hicks explained that the Mayor/CEO has the right to remove a member per the charter.

A members option of investigation being the whole council or the other committees policy was discussed and it was decided by an all in favor vote that it would be at the discretion of the person involved in the allegation. CM Siron mention that the three co-chairs would really appreciate wrapping up the policy piece.

CM Banks asked if the city attorney's office has reviewed the policies. CS Newby said it would be sent after it is voted on tonight. The vote was unanimous to approve the Member Involuntary Removal or Discipline Policy and forward it to the Steering committee.

8. Council Policy & Procedure Documents

The Committee reviewed and made changes to the Council Policy & Procedure Table of Contents. The Committee reviewed and modified appropriate Membership Committee documents.

- Demographics and Membership Selection Criteria Policy

Whether or not attendance was the only thing looked at for membership renewal was asked about. CM Hicks discussed the behavior policy and let the council know that it had been added, so that the council would have a way to record any disruptive actions. Changing resident requirements to geographic requirements was discussed.

Whether or not council membership was based on a quota system or if the council was trying to reflect the epidemic was discussed. CM Pearce said it should be a representation of the demographics. CM Hume said it is a balancing act. The council was reminded that 12 members are specific demographics and that the CARE act must be followed. CM Hicks mentioned that the recruiting efforts are in the minutes. CM Banks was concerned that there are women in the council but they are not representative of the epidemic. It was decided that CM Banks would join the outreach committee. A discussion on recruiting efforts followed. It was recognized that recruitment needs to be done by everyone on the council and if someone encounters someone who is possibly interested, that they should give him or her an application. Community outreach was also recognizes as needing to be more involved in membership efforts.

CM Banks asked about the interpreter passage in the "3 year plan" because an applicant that he liked had been turned down and he thought it had to do with not speaking English well enough. A discussion regarding membership language requirements followed and the fact that language may have not been the only reason the applicant was not picked. CM Hicks mentioned that there are mandated seats, but that the council can still and should interview them and make a decision.

- Rules for Respectful Engagement

CS Parker gave a report on how the list of behaviors was included and a group discussion followed. Council members gave their thoughts on the following:

- How council members should get the feeling it is okay to show enthusiasm.
- The use of profanity
- Polite engagement and whether that means educated language or corporate language: professionalism.
- Treating people with respect. Treating other's how you would like to be treated.
- The use of polite language instead of profanity is being respectful.
- It was suggested that polite should be changed to respectful.
- Curse words were discussed and it was mentioned that all foal language should cease, because it is offensive.
- There was concern that to not have real talk might be a form of censorship.
- A vote to change the word polite to respect was passed by consensus.
- Resignation Policy

The procedure of a letter of resignation was discussed. The issue of a letter never being submitted was discussed and it was decided that there needs to be something in writing. A timeline for default resignation was discussed.

Rules for Respectful Engagement was VOTED on and APPROVED to pass on to the Steering Committee.

9. Membership Application Form

The Committee reviewed modifications to the Membership Application Form and made additional changes as needed. CS Skot gave a brief explanation of the changes he made to the application form. Members gave their input on changes that should be made. The committee tried to clarify if applicants need to attend a meeting before they are considered or before they are interviewed. The policy regarding applicants attending a meeting was read. CM Pearce motioned that the council change the policy and the application. It was voted on and passed.

The procedure for letting applicants know about the status of their application was asked about. The procedure is a letter is sent out inviting them to the meetings. There is a process for grievance if an applicant didn't receive anything and wants to file.

10. Council Member Attendance Update/Letters to Send

Put on hold

11. Council Demographics Update/Application Update

The group reviewed and discussed Council demographics, including status of aligned and unaligned consumers. CM Hume explained a little bit about how it works. Whether or not the council is in compliance with HERA was discussed. CS Newby explained that the council is in compliance where the consumers are concerned.

There was a suggestion that the report be on one page, but it was explained that the data is from two different organizations so it is not possible.

There was concern that other categories of demographics should be looked at and that recruitment should be focused toward Latina and Spanish speaking women. It was suggested that the council needs to figure out how the demographics should be looked at.

Action: A decision regarding demographics of epidemic vs. the demographics of the recipients and which way does the council want to go, needs to be made.

The committee reviewed new member applications received, and selected candidates to schedule for interviews in July and August.

12. Leave of Absence Request – VOTE

Committee did NOT vote whether to approve Council Member DiCrocce's Leave of Absence Request, because it was taken off the agenda.

13. Next Meeting Date & Agenda Items

TBA

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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- HIV Health Services Planning Council
 - Membership Committee Draft Agenda
 Thursday, July 7, 2005
 25 Van Ness Ave, Room 330B
 4:30-6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
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- | | | |
|---|-----------------|------|
| 1. Introductions | Group | 4:30 |
| 2. Review/Approve Agenda | Group | 4:32 |
| 3. Review/Approve Minutes
<i>June 13, 2005</i> | Group | 4:34 |
| 4. Announcements
<i>Member Discipline and Removal for Cause Policy and Rules for Respectful Engagement Policy approved by Full Council.</i> | Group | 4:36 |
| 5. Public Comment | Public | 4:40 |
| 6. Steering Committee Update
<i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i> | Co-chairs | 4:45 |
| 7. Demographics and Membership Selection Criteria Policy
<i>The Committee will continue discussion of membership selection criteria including: skill sets, language, severe need, over-representation, and quotas, among other things; and begin developing a policy for inclusion in the Council Policy & Procedure Manual.</i> | Group | 4:50 |
| 8. Council Demographics Update
<i>Review and discuss Council and EMA-wide demographics, including status of aligned and unaligned consumers.</i> | Group | 5:05 |
| 9. Membership Interviews/Discussion - VOTE (Closed Session)
<i>Council Support report on applicant references and current Council demographics. The Committee will vote to forward applicants' names to the Full Council for a membership vote. Committee will also review other applications received, and select candidates to schedule for interviews in August. The following will be interviewed depending on scheduling availability:</i> <ul style="list-style-type: none"> • Kandi Patterson • <i>Tracy Brown</i> • <i>Rick Schaffer</i> • <i>Anna Sue LeRoy</i> • <i>John Pryor</i> | Group | 5:15 |
| 10. Membership Application Form - VOTE
<i>The Committee will continue reviewing modifications to the Membership Application Form, make additional changes as needed, and VOTE whether to approve a final version.</i> | Group | 5:50 |
| 11. Council Member Attendance Report/Letters to Send
<i>Council Support will provide Committee with a three-month report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.</i> | Council Support | 6:00 |

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12. Resignation Policy - VOTE Jack Newby/Group 6:10
Council Support will provide a draft of a resignation policy for discussion and Committee will vote whether to approve for inclusion in the Council Policy & Procedure Manual.
13. Discussion of Three-Year Plan Group 6:20
Council Member Banks requested a discussion of the Three Year Plan as it relates to Membership Committee.
14. Next Meeting Date & Agenda Items Group 6:30
The next meeting is scheduled for Monday, August 8, 2005.

Mission Statement: *To recruit, screen, train and retain Council Members.*

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- San Francisco
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= Membership Committee Draft MINUTES

Thursday, July 7, 2005
25 Van Ness Ave, Room 330B
4:30-6:30 p.m.

Committee Members Present: Mary Lawrence Hicks (Co-chair), Brad Hume, Dorothy Kleffner, Mark Molnar

Committee Members Absent: Walter Miller, George Simmons, Anita Booker (Co-chair)

Other Council Members Present: Raymond Banks, Ken Pearce

Others Present: Marshia Herring, Kandi Patterson, Anna Sue LeRoy, Tracy Brown

Council Support Present: Hyla Breidenbaugh, Wilhelmina Parker, Skot Jonz

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1. Introductions

CM Hicks started the meeting at 4:40 pm. The group introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed. CM Kleffner suggested that the agenda was very ambitious. Agenda Item 13 removed per the request of CM Banks who originally asked for this item to be placed on the agenda. No other changes noted and the agenda was approved by consensus.

3. Review/Approve Minutes

The June 13, 2005 minutes were reviewed. Minor editorial changes were made. Otherwise the minutes were approved by consensus.

4. Announcements

CM Banks announced his resignation as co-chair of the Community Outreach & Advocacy Committee.

Marshia Herring mentioned that Jack Newby and CM Allgaier wrote an article on reauthorization of the CARE Act that was published in the Bay Area Reporter.

5. Public Comment

No comments

6. Steering Committee Update

CM Hume presented a monthly update of the Steering Committee activities and discussions.

7. Demographics and Membership Selection Criteria Policy

CM Hicks began the discussion of membership selection criteria including skill sets, language, severe need, over-representation, quotas and demographics.

CM Banks questioned using quotas.

CM Pearce explained why it was on the agenda.

CM Banks explained how he interprets HRSA.

CM Kleffner wants clarification on HRSA requirements.

CM Hicks wanted to decide how to fill mandated seats versus following epidemic demographics.

CS Parker asked for Committee to write a Council Member job description so that the seats can be filled with people who can do the work.

CM Pearce feels that the skill set should be the same for all of the seats that are not mandated, and stated that this is the one category that the Council has control over and the demographics should reflect the epidemic.

CM Banks asked why we still have the same problem as we did 3 years ago in selecting members.

CM Kleffner stated that she does not believe the Council should be looking for specific skill sets.

Council Support Jonz answered CM Banks with the explanation that there has not been a policy set.

**HIV Health Services Planning Council
Membership Committee Draft MINUTES**

CM Hicks moved the meeting along because insufficient time remained for discussion of this item.

8. Council Demographics Update

CS Jonz presented a report of the Council and EMA-wide demographics, including status of aligned and unaligned consumers. The group discussed the report.

CM Pearce asked if Council Support Parker could research chapter and verse whether the Council is in line with HRSA requirements. Clarification is still needed on HRSA requirements and it was agreed to discuss this in greater detail at the next meeting. .

9. Membership Interviews/Discussion - VOTE (Closed Session)

CS Parker reported on references for the following interviewees:

- Kandi Patterson
- Tracy Brown
- Anna Sue LeRoy

The group discussed the interviewees and voted to forward applicants' names to the Full Council for a membership vote.

The committee agreed by consensus to extend the meeting by 10 minutes.

10. Membership Application Form – Moved to next meeting

This item discussed only briefly and it was decided that Committee members still have concerns and comments regarding changes to the application form. Insufficient time remained for in-depth discussion and this item will be discussed in greater detail at the next meeting. Committee asked for this agenda item to be placed near the top of the agenda.

11. Council Member Attendance Report/Letters to Send

Council Support provided the Committee with a three-month report on Council Member attendance. Committee discussed meeting attendance requirements and the attendance report.

12. Resignation Policy - Moved to next meeting

Insufficient time remained for in-depth discussion of this item. It was agreed to discuss in greater detail at the next meeting. Council Support will provide a draft Resignation Policy, among others for inclusion in the Council Policy & Procedure manual.

13. Discussion of Three-Year Plan - Moved to next meeting

This item removed from the agenda during the approval of the agenda earlier in the meeting.

14. Next Meeting Date & Agenda Items

The next meeting is scheduled for Monday, August 8, 2005.

Potential agenda items include:

- Interview questions and format
- Demographics + HRSA guidelines
- Membership Application Form
- Council member job description
- Council Member Attendance
- Resignation Policy
- Discussion of Three-Year-Plan

CM Hicks adjourned the meeting at 6:40pm.

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 HIV Health Services Planning Council
 Membership Committee Draft Agenda
 Monday, August 8, 2005
 25 Van Ness Ave, Room 330B
 4:30-6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:32
3. Review/Approve Minutes <i>July 7, 2005</i>	Group	4:34
4. Announcements	Group	4:36
5. Public Comment	Public	4:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:45
7. Council Demographics and HRSA Guidelines Update <i>Review and discuss Council and EMA-wide demographics including the HRSA guidelines.</i>	Group	4:50
8. Membership Interviews/Discussion - VOTE (Closed Session) <i>Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote to forward applicants' names to the Full Council for a membership vote.</i> • John Pryor	Group	5:15
9. Report on Closed Session <i>The Committee briefly report the final outcome of the closed session, including votes taken.</i>	Co-Chairs	5:29
10. Discussion of Grievance Filed – VOTE (Closed Session) <i>The Committee will discuss and vote on the appropriate action to be taken regarding a grievance filed with the Council regarding Council Member.</i>	Group	5:30
11. Report on Closed Session <i>The Committee briefly report the final outcome of the closed session, including votes taken.</i>	Co-Chairs	5:48
12. Review Membership Applications Received - VOTE <i>The Committee will review current Council Membership Application received and vote on asking the applicants in for an interview.</i>	Group	5:50
13. Council Member Attendance Report/Letters to Send <i>Council Support will provide Committee with a three-month report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.</i>	Council Support	6:10
14. Discuss Interview Questions and Format <i>The Committee will discuss membership interview questions and the format of the membership interviews and make suggestions for changes.</i>	Group	6:15

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15. Discuss Council Member Job Description and Selection Criteria Policy Group 6:25
The Committee will begin to discuss a Council Member Job Description and a Membership Selection Criteria Policy to forward a recommendation to Infrastructure & Policy.
16. Membership Application Form – VOTE (if time allows) Group **
The Committee will continue reviewing modifications to the Membership Application Form, make additional changes as needed, and VOTE whether to approve a final version.
17. Resignation Policy - VOTE (if time allows) Council Support/Group **
Council Support will provide a draft of a resignation policy for discussion and Committee will vote whether to approve for inclusion in the Council Policy & Procedure Manual.
18. Next Meeting Date & Agenda Items Group 6:30
The next meeting is scheduled for Monday, September 12, 2005.

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- San Francisco -
HIV Health Services Planning Council
Membership Committee Draft Minutes
Monday, August 8, 2005
25 Van Ness Ave, Room 330B
4:30-6:30 p.m.

Committee Members Present: Brad Hume (co-chair); George Simmons; Anita Booker, Dorothy Kleffner, Mark Molnar

Committee Members Absent: Mary Lawrence Hicks, Walter Miller

Other Council Members Present: Ken Pearce, Raymond Banks, Randy Allgaier, Charles Siron

Others Present:

Council Support Present: Wilhelmina Parker, Skot Jonz

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1. Introductions

CM Hume called the meeting to order and everyone present introduced themselves.

2. Review/Approve Agenda

Co-Chair Hume indicated that the applicant scheduled to be interviewed tonight never responded to the interview request nor provided references and therefore those agenda items (#8 and #9) will be removed as there are no other applicants scheduled for interview. CM Hume reminded committee members to stay on point to conserve time as the agenda is full. The agenda was approved by consensus.

3. Review/Approve Minutes

Committee reviewed the minutes from July 7, 2005. CM Kleffner moved to accept the minutes. CM Booker seconded. Minutes approved by show of hands.

4. Announcements

Council Support Wilhelmina Parker announced a six-month evaluation of Council Meetings available to all committee members who would like one to review. She also mentioned the latest Policy & Procedure Manual documents pertinent to Membership Committee are also available for review.

CM Pearce announced that he would like to change his official home committee from Planning Committee back to Membership Committee. He reported on how he inadvertently got placed on Planning Committee.

CM Hume announced his pending resignation from the Council on September 28, 2005. In October, Membership Committee will elect new co-chairs.

5. Public Comment

None.

6. Steering Committee Update

The Co-chairs will present a monthly update of the Steering Committee activities and discussions.

CM Hume indicated that everything discussed at Steering was reviewed and/or discussed at the Full Council meeting and advised that anyone can review minutes online, if necessary.

7. Council Demographics and HRSA Guidelines Update

Review and discuss Council and EMA-wide demographics including the HRSA guidelines.

Council Support Parker reviewed and discussed legislative requirements for Planning Body Membership (Document on file at Council Support Offices) and thanked CM Pearce for his assistance in compiling the information. Committee discussed. It was agreed not to approach HRSA and instead contact the AIDS Office regarding this matter.

CM Pearce made a motion to present this issue [regarding Council Demographics and HRSA Guidelines] to the AIDS Office rather than directly contact HRSA.

Motion seconded.

Motion approved by consensus.

Committee discussed the Council Demographics report, pending changes with Council Members, and new members that may be added. September 1 is the due date for Council demographics to be submitted to HRSA. Committee discussed areas that need attention. Council Support discussed the work being done in recruiting new members in the needed demographics.

CM Pearce brought up the point that the specific demographics, especially regarding race, is examined more closely to be more reflective of the EMA, and more accurate. In other words, are people who claim to be Hispanic actually Hispanic (and if those who are Hispanic but not claiming this as their orientation.) And the issue of mixed race not capturing those who are Hispanic is another issue for discussion.

CM Banks discussed his perception that there is a need for more HIV-positive women on the Council.

CM Pearce countered that Council demographics accurately reflect the demographics and there are limited seats, and indicated that the Council is not ignoring women which is evidenced by the 39% of women on the Council with only 7% of women living with HIV in the SFEMA. Likewise, there are 6% transgender on the Council with only 1.6% of the population in the SFEMA considered to be transgender HIV+.

CM Banks stated his objection to the current system of counting women and believes the numbers are being manipulated. He questioned actual HRSA requirements.

CM Kleffner commented that she would like to see the goal of two unaffiliated HIV-positive women on the Council.

CM Booker indicated that if there were any such people interested in becoming a Council Member to bring them in and they would gladly be accepted onto the Council.

CM Hume discussed the challenge in finding people to fill the role and requirements of being a Council Member. CM Hume thanked Council Support Wilhelmina Parker for her efforts in recruiting and suggested that CM Banks, and other Committee Members, bring in people who might be interested in serving on the Council. CM Banks referred Council Support Parker to W.O.R.L.D., a women's organization to determine any interest. CM Allgaier added that CM Thomas is on the board of W.O.R.L.D.

ACTION: CM Hume suggested that Council Support review the Council database to clarify the needed demographics and accuracy in reporting affiliation and demographics, in addition to making sure that aligned and unaligned is more clearly defined on the membership application.

8. Membership Interviews/Discussion - VOTE (Closed Session)

- *John Pryor*

[During approval of the agenda, this item removed from the agenda due to no response from candidate.]

9. Report on Closed Session

The Committee briefly report the final outcome of the closed session, including votes taken.

[Not applicable.]

10. Discussion of Grievance Filed – VOTE (Closed Session)

The Committee will discuss and vote on the appropriate action to be taken regarding a grievance filed with the Council regarding Council Member.

CM Hume reviewed a grievance against a Council Member. This was noted as a closed Session and CM Hume indicated that this is confidential and no details about the discussion should be discussed outside the room. He added that if anyone is discovered discussing the matter outside the room there will be consequences affecting their membership on the Council. Everyone initially agreed to this except CM Banks who expressed hesitancy about keeping it confidential, concern with the grievance policy, and the way the matter was being handled per the new Member Discipline and Removal Policy. Other Committee Members expressed a concern that if CM Banks was unwilling to agree to and adhere to the confidentiality that he would have to excuse himself from the room. CM Banks stated that he would not excuse himself and reluctantly agreed to keep the matter confidential.

11. Report on Closed Session

The Committee briefly report the final outcome of the closed session, including votes taken.

Committee reviewed the complainant's letter addressed to Jack Newby, Director of the HIV Health Services Planning Council alleging complaints against a Council Member. Committee reviewed the Membership

Committee co-chairs' letter to Council Member requesting a written response to the allegations. Committee reviewed Council Member's response to the grievance. CM Hume reviewed the process involved in this particular dispute and suggested a follow-up letter to Council Member including a copy of the Member Discipline and Removal Policy rather than an in-depth investigation. **CM Siron made a motion to dismiss the matter and send a letter to Council Member reminding him of his responsibilities, including a copy of the Removal for Cause policy and notification that the matter has been dismissed for lack of substantial evidence.**

CM Allgaier seconded.

VOTE: All voted in favor of the motion. Unanimous.

Committee discussed the matter with regard to responding to the complainant. Council Support provided an update that the complainant arrived at Council Support offices and stated that his initial complaint, reiterated several times, was based on revenge. His motivation for filing the complaint was revenge, but did not want his grievance retracted.

CM Hume indicated that a response needs to be sent to the complainant indicating the matter has been dismissed. The letter from Membership Committee co-chairs will emphasize that grievances are taken seriously, and more concrete evidence needs to be provided before any action can be taken, citing the fact that others signing the letter did not provide their last name. Additionally, it will be added that the time and resources necessary to address these complaints and grievances precludes the Council to address only the most serious, rather than spend time on unwarranted allegations.

Committee discussed and all seemed in favor of not pursuing the matter any further.

CM Siron made a motion to send the complainant a letter including the details discussed.

CM Kleffner seconded.

All except one were in favor of the motion.

12. Review Membership Applications Received - VOTE

The Committee will review current Council Membership Application received and vote on asking the applicants in for an interview.

Committee reviewed and discussed pending membership applications. Council Support reported that each applicant has attended a Council meeting.

Regarding applicant Mahto – Committee voted on whether to invite applicant for an interview.

All in favor, none against. Consensus of Committee was to invite applicant for an interview in September.

ACTION: Council Support to arrange for applicant Mahto to be interviewed in September.

Regarding applicant Sanchez – Committee voted on whether to invite applicant for an interview.

None in favor, All against. Consensus of Committee was to find out more information before inviting candidate for an interview.

ACTION: Need to determine whether AIDS Healthcare Foundation receives any Title I funds; does candidate reside in San Francisco or Oakland? Can members serve on two separate EMA Planning Councils? What specific seat does candidate [Sanchez] hold on the Oakland Council? Bring back information to the September Membership Committee meeting to make a determination regarding an invitation to client for another time.

Regarding applicant Flores – Committee voted on whether to invite applicant for an interview.

All in favor except one. Committee agreed to invite applicant for an interview in September.

ACTION: Council Support to arrange for applicant Flores to be interviewed in September.

13. Council Member Attendance Report/Letters to Send

Council Support will provide Committee with a three-month report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

Committee reviewed Council Member attendance. Council Support Wilhelmina Parker provided information from the Council bylaws regarding meeting attendance requirements.

CM Kleffner suggested that new Council Members attend any committee meeting in order to meeting requirements if they have not yet chosen a home committee. Council Support reviewed with Committee the excused absences of those Council Members who showed inadequate committee attendance.

Committee agreed that all Council Members were within attendance requirements and it was not necessary to send any letters.

14. Discuss Interview Questions and Format

The Committee will discuss membership interview questions and the format of the membership interviews and make suggestions for changes.

Committee reviewed the standard guideline interview questions and discussed whether there should be any further questions. Committee discussed whether there be the same set of questions for each applicant, or if there be some flexibility in the interview questions. Committee discussed the difference between identifying as a particular demographic and representing that demographic, and whether that question should be asked in an interview.

It was agreed that having a standard set of consistent questions for all applicants, with the flexibility of expanding on each question if necessary.

15. Discuss Council Member Job Description and Selection Criteria Policy

The Committee will begin to discuss a Council Member Job Description and a Membership Selection Criteria Policy to forward a recommendation to Infrastructure & Policy.

Insufficient time remained for discussion of this agenda item.

16. Membership Application Form – VOTE (if time allows)

The Committee will continue reviewing modifications to the Membership Application Form, make additional changes as needed, and VOTE whether to approve a final version.

Council Support asked Committee if it was acceptable for Council Support to use the Membership Application as currently drafted with changes requested by Membership Committee over the past several months in order to proceed with recruiting efforts using the most current application. CM Hume agreed to this and to take responsibility for the decision. The agenda item will be placed on the future agenda for further discussion.

ACTION: Council Support to use most recent draft of Membership Application for recruiting efforts.

17. Resignation Policy - VOTE (if time allows)

Council Support will provide a draft of a resignation policy for discussion and Committee will vote whether to approve for inclusion in the Council Policy & Procedure Manual.

Insufficient time remained for discussion of this agenda item.

18. Next Meeting Date & Agenda Items

The next meeting is scheduled for Monday, September 12, 2005.

For September agenda items:

Two membership applicant interviews- VOTE

Discuss Council Member Job Description and Selection Criteria Policy

Membership Application Form – VOTE

Resignation Policy – VOTE

Review Draft Policy & Procedures for Membership Committee

CM Hume adjourned the meeting at 6:35 pm.

Mission Statement: To recruit, screen, train and retain Council Members.

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San Francisco
HIV Health Services Planning Council
Membership Committee Draft Agenda
Monday, September 12, 2005
25 Van Ness Ave, Room 330B
4:30-6:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:32
3. Review/Approve Minutes <i>August 8, 2005</i>	Group	4:34
4. Announcements	Group	4:36
5. Public Comment	Public	4:40
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:45
7. Council Demographics and a Request from Council Support <i>Review and discuss Council and EMA-wide demographics including an update on the file review for demographic information as well as a request to obtain Council Member birthdates and updated Council Member demographic information on a one page sheet to turn in to Council Support.</i>	Council Support/ Group	4:50
8. Membership Interviews/Discussion - VOTE (Closed Session) <i>Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote to forward applicants' names to the Full Council for a membership vote.</i> <ul style="list-style-type: none"> • Marcus Mathos (5:15) • Wade Flores (5:30) 	Group	5:15
9. Report on Closed Session <i>The Committee briefly report the final outcome of the closed session, including votes taken.</i>	Co-Chairs	5:58
10. Review Membership Applications Received - VOTE <i>The Committee will review current Council Membership Application received and vote on asking the applicants in for an interview.</i>	Group	6:00
11. Council Member Attendance Report/Letters to Send <i>Council Support will provide Committee with a three-month report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.</i>	Council Support	6:10
12. Council Member Committee Assignments <i>Council Support will provide Council Member Committee requests and the group will decide new committee assignments for the coming year.</i>	Group	6:15
13. Discuss Interview Guide - VOTE <i>The Committee will review the membership interview guide and vote to approve the new guide.</i>	Group	6:25
14. Discuss Council Member Job Description and Selection Criteria Policy	Group	**

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

If time allows , The Committee will begin to discuss a Council Member Job Description and a Membership Selection Criteria Policy to forward a recommendation to Infrastructure & Policy.

- | | | |
|--|-----------------------|------|
| 15. Membership Application Form – VOTE | Group | ** |
| <i>If time allows ,The Committee will continue reviewing modifications to the Membership Application Form, make additional changes as needed, and VOTE whether to approve a final version.</i> | | |
| 16. Resignation Policy - VOTE | Council Support/Group | ** |
| <i>If time allows , Council Support will provide a draft of a resignation policy for discussion and Committee will vote whether to approve for inclusion in the Council Policy & Procedure Manual.</i> | | |
| 17. Report on Current Recruiting Efforts | Council Support | ** |
| <i>If time allows , Council Support will report to the committee current recruitment efforts.</i> | | |
| 18. Training Strategy Discussion | Group/Council Support | ** |
| <i>If time allows, The Committee will discuss a training strategy for new member orientation and Council member trainings with Council Support.</i> | | |
| 19. Review Draft Policies & Procedures for Membership Committee | Council Support/Group | ** |
| <i>If time allows, the committee will review the draft policies and procedures for the Membership Committee.</i> | | |
| 20. Next Meeting Date & Agenda Items-VOTE | Group | 6:25 |
| <i>The committee will vote to change their October meeting date due to the holiday.</i> | | |

Mission Statement: To recruit, screen, train and retain Council Members.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

*San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102*

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- Jan - 11 2005
HIV Health Services Planning Council
Membership Committee Draft MINUTES
Monday, September 12, 2005
25 Van Ness Ave, Room 330B
4:30-6:30 p.m.

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Committee Members Present: Brad Hume (co-chair); Mary Lawrence Hicks (co-chair); Mark Molnar; Anita Booker; Dorothy Kleffner

Committee Members Absent: Ken Pearce; George Simmons; Walter Miller

Other Council Members Present: Charles Siron; Randy Allgaier; Raymond Banks

Council Support Present: Leah Crask, Wilhelmina Parker, Skot Jonz

Others Present: Marshia Herring

DRAFT

1. Introductions

CM Hicks called the meeting to order. Everyone present knew each other, so introductions were unnecessary.

2. Review/Approve Agenda

Committee members reviewed the agenda and agreed that many items may not be discussed due to lack of time. Agenda was approved by consensus.

3. Review/Approve Minutes

Committee members reviewed the minutes from August 8, 2005. No changes were discussed. CM Molnar moved to approve the minutes. CM Booker seconded. The minutes were approved by consensus.

4. Announcements

CM Allgaier announced that the Full Council meeting this month will be a joint meeting with HPPC from 4:30 – 6:00. He added that the subjects to be discussed include Prevention with Positives Committee and CARE Reauthorization to approve a position statement. The position statement will be distributed to Council Members in advance of the meeting.

Council Support Parker announced an upcoming Brown Act and Title I training for Marin County.

CM Molnar announced a volunteer manager position open at Shanti.

5. Public Comment

No public comment.

6. Steering Committee Update

Co-Chair Hume provided an update on the Steering Committee activities and discussions.

7. Council Demographics and a Request from Council Support

Council Support explained the reason for wanting to collect birth dates from Council Members so that the database can generate ages of Council Members for reporting purposes. As it stands entering the static age provided on the membership application form does not allow the database to update ages as they change. Providing the birth date will permit the data base to keep this information up-to-date.

Council Support provided the latest demographic information and a Category Representation Report.

Council Support discussed how to update this information, soliciting the date of birth and category of representation from Council Members. Committee agreed that this could be announced and/or discussed at the October Council meeting.

Co-Chair Hicks thanked Council Support for being thoughtful about the process.

Committee reviewed the demographics report, which includes pending resignations and current nominees.

Marshia Herring asked if this was the information available that will be used on the grant application. Council Support Leah Crask indicated she would send Marshia the latest information based on any decisions made tonight regarding the interviews.

ACTION: Council Support to send Marshia Herring the latest demographic information based on pending resignations and new nominees.

Council Support Parker explained outreach and recruitment efforts to identify any Latin@ consumers who might be interested in becoming a Council Member. Committee members offered suggestions for locations and agencies to contact, including Women's Building, WORLD, Lyon-Martin, and others.

Committee discussed specific demographics needing attention.

8. Membership Interviews/Discussion - VOTE (Closed Session)

No public comment before entering into closed session.

Council Support Parker provided reference information on applicants Mathos and Flores prior to interview.

Committee interviewed applicant Marcus Mathos. Information was provided on the nomination process and that applicant would be advised of the committee's decision within a few days.

Committee interviewed applicant Wade Flores. Information was provided on the nomination process and that applicant would be advised on the committee's decision within a few days.

9. Report on Closed Session

Committee reported on the closed session. The following decisions were made regarding applicants:

Regarding applicant Marcus Mathos, Committee Members discussed the interview and **voted 3 in favor, 4 against, no abstentions**. Those voting in favor explained why they favored candidate. Those voting against or abstaining explained their reasoning and concerns. Committee discussed. **Applicant's name will not be recommended to the Full Council for membership approval.**

Regarding applicant Wade Flores, Committee Members discussed the interview and **voted 4 in favor, 1 against, 1 abstention, 1 recusal**. Those voting in favor explained why they favored candidate. Those voting against or abstaining explained their reasoning and concerns. Committee discussed. **Applicant's name will be recommended to the Full Council for membership approval.**

ACTION: Council Support to notify applicants regarding the status of their application and add to the next Planning Council agenda as appropriate.

10. Review Membership Applications Received - VOTE

The Committee will review current Council Membership Application received and vote on asking the applicants in for an interview.

[Insufficient time remained for discussion of this agenda item. Move to next month agenda.]

11. Council Member Attendance Report/Letters to Send

Council Support discussed the attendance report and three Council Members who will be receiving a letter informing them that they are not in compliance. All other Council Members were in compliance. Council Support explained the process. Committee discussed that a standing process is in place and seems to work well. Committee asked for Council Support to update committee on the status of these Council Members.

ACTION: Council Support to distribute first attendance letter to Council Members not in compliance.

12. Council Member Committee Assignments

Council briefly discussed the new committee assignments and the need to make a decision as soon as possible. (List on file at Council Support Offices). Committee discussed CM Allgaier and CM Booker being assigned to Evaluation Committee which would even out the committee memberships. CM Banks requested to be moved from COA Committee to Membership but will consider Evaluation.

Motion was made and seconded to approve the committee membership list as adjusted.

VOTE: Unanimous in favor. None opposed.

ACTION: Council Support to update Council on new committee assignments and make adjustments in database, mailing lists and relevant documents as necessary.

13. Discuss Interview Guide - VOTE

Council Support reviewed with committee the modifications made to the membership interview guide. Committee discussed and unanimously approved by consensus the use of the new format questions for the interviews today, and agreed to have Council Support finalize this document as the latest accepted version.

ACTION: Council Support to finalize the membership interview guide with changes discussed. Be sure to add revision date in footer.

14. Discuss Council Member Job Description and Selection Criteria Policy

If time allows , The Committee will begin to discuss a Council Member Job Description and a Membership Selection Criteria Policy to forward a recommendation to Infrastructure & Policy.

- [Insufficient time remained for discussion of this agenda item. Move to next month agenda.]

15. Membership Application Form – VOTE

If time allows ,The Committee will continue reviewing modifications to the Membership Application Form, make additional changes as needed, and VOTE whether to approve a final version.

- [Insufficient time remained for discussion of this agenda item. Move to next month agenda.]

16. Resignation Policy - VOTE

If time allows , Council Support will provide a draft of a resignation policy for discussion and Committee will vote whether to approve for inclusion in the Council Policy & Procedure Manual.

- [Insufficient time remained for discussion of this agenda item. Move to next month agenda.]

17. Report on Current Recruiting Efforts

If time allows , Council Support will report to the committee current recruitment efforts.

- [Insufficient time remained for discussion of this agenda item. Move to next month agenda.]

18. Training Strategy Discussion

If time allows, The Committee will discuss a training strategy for new member orientation and Council member trainings with Council Support.

- [Insufficient time remained for discussion of this agenda item. Move to next month agenda.]

19. Review Draft Policies & Procedures for Membership Committee

If time allows, the committee will review the draft policies and procedures for the Membership Committee.

- [Insufficient time remained for discussion of this agenda item. Move to next month agenda.]

20. Next Meeting Date & Agenda Items-VOTE

Committee discussed setting an October date for their meeting, as the standing date falls on a holiday. This will be completed via email.

ACTION: Council Support to contact all Committee Members via email to determine the best time to reschedule the October meeting due to Columbus Day holiday.

Potential agenda items for the October meeting include the following:

- **Review Membership Applications Received - VOTE**
The Committee will review current Council Membership Application received and vote on asking the applicants in for an interview.
- **Discuss Council Member Job Description and Selection Criteria Policy**
If time allows , The Committee will begin to discuss a Council Member Job Description and a Membership Selection Criteria Policy to forward a recommendation to Infrastructure & Policy.
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- **Report on Current Recruiting Efforts**
If time allows , Council Support will report to the committee current recruitment efforts.
- **Training Strategy Discussion**
If time allows, The Committee will discuss a training strategy for new member orientation and Council member trainings with Council Support.
- **Review Draft Policies & Procedures for Membership Committee**
If time allows, the committee will review the draft policies and procedures for the Membership Committee.
- CM Banks requested a discussion regarding the definition of “non-aligned consumers”.
- CM Siron requested a discussion regarding the length of time for new Council Members to choose a home committee.

CM Hicks adjourned the meeting at 6:45 p.m.

Mission Statement: To recruit, screen, train and retain Council Members.

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HIV Health Services Planning Council
Membership Committee Draft Agenda
Monday, October 10, 2005
Project Open Hand
Main Conference Room
730 Polk Street, 3rd Floor
4:30-6:30 p.m.

10-01-05 POLK ST. 3RD FLOOR

(NOTE: TEMPORARY CHANGE IN MEETING LOCATION!!)

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:32
3. Review/Approve Minutes <i>September 12, 2005</i>	Group	4:34
4. Announcements <i>Acknowledge and welcome new Committee members: Ken Pearce, Walter Miller, Brian DiCrocchio</i>	Group	4:36
5. Public Comment	Public	4:40
6. Open Committee Co-chair Nominations – VOTE <i>The group will open Committee co-chair nominations and vote to approve new Committee co-chairs.</i>	Group	4:45
7. Leave of Absence Requests – VOTE <i>The Committee will consider the requests of Council Members Anita Booker and Charles Siron for a temporary leave of absence from Council duties. Committee will vote whether to approve the requests.</i>	Group	4:55
8. Council Member Renewals – VOTE <i>The Committee will review Council Membership Renewal Applications and vote whether to approve. Council Members who have submitted renewal forms include: Don Soto, Jeff Byers, Valerie Flood, Walter Miller, and Ken Pearce.</i>	Group	5:00
9. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	5:05
10. Council Demographics Report <i>Review and discuss Council and EMA-wide demographics.</i>	Council Support/ Group	5:10
11. Review Membership Applications Received - VOTE <i>The Committee will review current Council Membership Applications received and vote on scheduling the applicants for an interview.</i>	Group	5:15
12. Council Member Attendance Report/Letters to Send <i>Council Support will provide Committee with a three-month report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.</i>	Council Support	5:30
13. Discuss Council Member Job Description and Selection Criteria Policy <i>The Committee will begin to discuss a Council Member Job Description and a Membership Selection Criteria Policy to forward a recommendation to Infrastructure & Policy.</i>	Group	5:40

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- Council Member Banks requests a discussion on the definition of "non-aligned consumer."
- Council Member Siron requests a discussion on the length of time required for new Council Members to choose a home committee

14. Membership Application Form – VOTE

Group

5:50

The Committee will continue reviewing modifications to the Membership Application Form, make additional changes as needed, and VOTE whether to approve a final version.

15. Review Draft Policies & Procedures for Membership Committee – VOTE Council Support/Group 6:00

The committee will review the draft policies and procedures for the Membership Committee, including voting on a final draft of the Resignation Policy for inclusion in the Council Policy & Procedure Manual.

16. Next Meeting Date & Agenda Items

Group

6:25

The next Membership Committee meeting will be on Monday, November 14, 2005. The Committee will identify agenda items for next month.

Mission Statement: To recruit, screen, train and retain Council Members.

*HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109*

*San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102*

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**HIV Health Services Planning Council
Membership Committee Draft Minutes
Monday, October 10, 2005
730 Polk Street, 3rd Floor POH Main Conf. Room
4:30-6:30 p.m.**

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Committee Members Present: Ken Pearce, Brian DiCrocco, Walter Miller

Committee Members Absent: Mark Molnar (excused), Dorothy Kleffner

Other Council Members Present: None

Others Present: None

Council Support Present: Wilhelmina Parker, Skot Jonz

1. Introductions

Without a current co-chair present, CM Pearce called the meeting to order. Those present introduced themselves.

2. Review/Approve Agenda

The Committee reviewed the agenda. Council Support provided an email from Marshia Herring regarding a discussion regarding how to solicit Council Member input regarding new applicants. No other suggestions. Without objection, the agenda as modified was approved.

3. Review/Approve Minutes September 12, 2005

The Committee reviewed the minutes from September 12, 2005. Since nobody was present at the September 12 meeting, the approval of the minutes was postponed until the next Membership Committee meeting.

4. Announcements

Acknowledge and welcome new Committee members: Ken Pearce, Walter Miller, Brian DiCrocco. Committee welcomed themselves to the meeting.

5. Public Comment

No public comments.

6. Open Committee Co-chair Nominations – VOTE

CM Pearce opened up the meeting to Co-chair nominations.

CM Pearce nominated CM Molnar.

CM Pearce nominated CM Kleffner.

CM DiCrocco moved to close nominations.

All in favor of closing nominations.

Committee voted for CM Molnar and CM Kleffner as co-chairs. All in favor.

ACTION: Notify new co-chairs of Membership Committee Kleffner and Molnar regarding the position. Add to email addresses and Steering Committee lists, and other tasks as necessary.

7. Leave of Absence Requests – VOTE

The Committee will consider the requests of Council Members Anita Booker and Charles Siron for a temporary leave of absence from Council duties. Committee will vote whether to approve the requests.

Committee discussed the leave of absence requests from CM Booker and CM Siron.

Without objection, the leave of absence requests were approved for three months.

ACTION: Notify CM Siron and CM Booker regarding the approval of their leave of absence.

8. Council Member Renewals – VOTE

Committee discussed the Membership Renewal Applications for CMs Soto, Byers, Flood, Miller, and Pearce.

CM Miller moved to approve all renewal applications.

Motion seconded.

All in favor of accepting renewal applications.

ACTION: Council Support to process Council Member renewals for Soto, Byers, Flood, Miller and Pearce.

9. Steering Committee Update

Committee reviewed the minutes from Steering Committee meeting.

ACTION: Committee specifically requested to be notified by Steering Committee regarding any actions or items that need the attention of Membership Committee.

10. Council Demographics Report

Council Support reviewed with Committee the latest demographics report. Committee discussed.

CM Pearce asked for staff to be attentive to recruitment in Latino and African American groups, and also non-aligned consumers, and older age groups.

Committee discussed the complications with Council Members choosing Mixed/Other race categories, which may skew the numbers for Latinos.

ACTION: Wilhelmina Parker to determine HRSA requirements regarding Multi-Ethnic and discuss at November Membership Committee meeting.

Committee discussed the issue with regard to non-aligned consumers, that is included as a later item on the agenda. CM DiCrocco brought up the issue with regard to a number of Council Members who consider themselves non-aligned but received ADAP funds for medication co-pays. Committee discussed that this definition is somewhat nebulous.

Council Support reviewed with Committee the HRSA definition of non-aligned and unaffiliated consumer. Committee agreed that it was important to get representation from this group, but it is not necessary to have such a narrow definition to avoid a shortage of non-aligned consumer. Committee discussed that this can be confusing, depending on whether recipients of ADAP are considered consumers.

ACTION: Membership Committee requested that Council Support Wilhelmina Parker identify HRSA requirements regarding non-aligned or unaffiliated consumers. Add an item regarding continued discussion of "non-aligned consumer" to November Membership Committee agenda.

11. Review Membership Applications Received - VOTE

Council Support reviewed with Committee the demographics and representation of six new applicants. Committee agreed that they would be looking for 50+, non-aligned, African-Americans, and Latinos.

Regarding application of Susan Philip, Committee discussed that this applicant meets many needed criteria. Committee agreed to schedule Susan Philip for interview.

Regarding application of Joseph Graham, Committee discussed that this applicant meets many needed criteria. Committee agreed to schedule Joseph Graham for interview.

Regarding application of Joaquin Sanchez, Committee discussed that this applicant meets many needed criteria. Committee agreed to schedule Joaquin Sanchez for interview.

ACTION: Council Support to determine exact consumer status for this applicant.

Regarding application of Micke Ulate, Committee discussed that this applicant should be considered. Committee agreed to schedule Micke Ulate for interview (after confirming references).

Regarding application of Aimee Zenzele Barnes, Committee discussed that this applicant offers many things the Council is seeking. Committee agreed to schedule Aimee Barnes for interview.

Regarding application of Heriberto Quesada, Committee discussed that this applicant has some language issues and that it would be necessary to provide a translator at all meetings. Committee agreed to schedule Heriberto Quesada for interview.

ACTION: Council Support to schedule Membership Applicant interviews for the pending applicants - three per month.

ACTION: Council Support to notify Steering Committee to place on Full Council agenda regarding new applicants to be scheduled for interviews at a Membership Committee. This is to encourage Council Member participation and input. (This to be done on a regular basis).

12. Council Member Attendance Report/Letters to Send

ACTION: Membership Committee would like to have the Member Home Committee highlighted on the Attendance Report, to identify whether Council Members are attending their home committee and the Full Council Meeting.

ACTION: Committee requested for Council Support to confirm sending attendance requirement letters to: CM Pickens, CM Pugh, and monitor CM Smelcer and CM Anderson, and report to Committee next month.

13. Discuss Council Member Job Description and Selection Criteria Policy

The Committee will begin to discuss a Council Member Job Description and a Membership Selection Criteria Policy to forward a recommendation to Infrastructure & Policy.

Committee reviewed a DRAFT Council Member Job Description and requested for Council Support to obtain sample job descriptions from other FMAs in California and bring the draft policy back to committee meeting in November.

ACTION: Membership Committee agreed that the Council Member job description be included and incorporated into the Membership Application Form.

- Council Member Banks requests a discussion on the definition of "non-aligned consumer."
- Council Member Siron requests a discussion on the length of time required for new Council Members to choose a home committee

Committee previously discussed the item with regard to non-aligned consumers earlier in the agenda.

Committee discussed the issue with regard to Council Members choosing a Committee within a set amount of time. Committee reviewed the Draft Committee Assignments Policy which addresses this matter which is taken from the by-laws. It was agreed that this draft policy addresses CM Siron's concerns.

ACTION: Regarding this matter Council Support to send CM Banks a letter advising him that he needs to choose a home committee officially or he will be assigned to a committee with the most need. in this case it will be Planning Committee by December 1.

14. Membership Application Form – VOTE

The Committee will continue reviewing modifications to the Membership Application Form, make additional changes as needed, and VOTE whether to approve a final version.

Committee reviewed the draft Membership Application.

ACTION: Define clearly the difference between Consumer and Provider with an asterisk.

ACTION: Council Support to incorporate Council Member Job Description into application

ACTION: clarify bullet #3 on the cover page.

ACTION: Consumer Status items – (add examples to clarify application). Move unsure if CARE-funded or not, to the top of the list.

ACTION: Council Support to change "Age" to "Date of Birth" and solicit this information from Council Members.

ACTION: Change "age at diagnosis" to "year of diagnosis"

ACTION: Regarding "Race/Ethnicity" Committee requested for Council Support to identify how HRSA uses the category of Mixed/Other.

ACTION: Council Support to ensure that the Cover Page of the Membership Application is separate from the application and is something that applicants can retain. and add additional space for the questions at the end.

ACTION: Committee agreed that Council Support can incorporate these requested changes. and use the modified application for recruitment purposes.

15. Review Draft Policies & Procedures for Membership Committee – VOTE

Committee reviewed the draft Resignation Policy. There were the following recommendations:

Add to bullet #1 something with regard to "after receipt of the appropriate warning letters mentioned in Attendance Requirement Policy".

Change Bullet #2: add "if no written resignation is received acknowledging letter".

With those changes, CM Pearce moved to accept resignation policy. All in favor.

ACTION: Council Support to send copies of draft policies to review for next meeting to Co-Chairs Kleffner and Molnar.

16. Next Meeting Date & Agenda Items

The next Membership Committee meeting will be on Monday, November 14, 2005. The Committee will identify agenda items for next month.

CM Pearce adjourned the meeting at 6:40 pm.

Potential Agenda Items include:

Interviews – mentioned at Council Meeting – schedule for November meeting.

Discussion of how to distribute Membership Applications to Committee Members prior to meeting.

Mission Statement: To recruit, screen, train and retain Council Members.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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= HIV Health Services Planning Council
 = Membership Committee Draft Agenda
 Monday, November 14, 2005
 Project Open Hand
 Main Conference Room
 730 Polk Street, 3rd Floor
 4:30-6:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
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- | | | |
|--|------------------------|------|
| 1. Introductions | Group | 4:30 |
| 2. Review/Approve Agenda | Group | 4:32 |
| 3. Review/Approve Minutes
<i>September 12, 2005 and October 10, 2005</i> | Group | 4:34 |
| 4. Announcements | Group | 4:36 |
| 5. Public Comment | Public | 4:40 |
| 6. Leave of Absence Request – VOTE
<i>The Committee will consider the requests of Council Member Charlene Pugh for a temporary leave of absence from Council duties through December 2005. Committee will vote whether to approve the request.</i> | Group | 4:45 |
| 7. Steering Committee Update
<i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i> | Co-chairs | 4:50 |
| 8. Council Demographics Report
<i>Review and discuss Council and EMA-wide demographics. Council Support to provide results of research regarding HRSA requirements regarding Multi-Ethnic category and non-aligned or unaffiliated consumers.</i> | Council Support/ Group | 4:55 |
| 9. Membership Interviews/Discussion – VOTE (Closed Session)
<i>Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.</i> <ul style="list-style-type: none"> • Mikke Ulate (5:15-5:30) • Hierberto Quesada (5:35-5:50) • Joseph Graham (5:55-6:10) | Group | 5:05 |
| 10. Report on Closed Session
<i>The Committee briefly reports the final outcome of the closed session, including votes taken.</i> | Group | 6:15 |
| 11. Review Membership Applications Received - VOTE
<i>The Committee will review new Council Membership Applications received and vote whether to schedule for an interview. This includes considering prior interviewees for a second interview.</i> | Group | 6:25 |
| 12. Council Member Attendance Report/Letters to Send
<i>Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.</i> | Council Support | *** |

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13. Discuss Council Member Job Description and Selection Criteria Policy Group ***
If time permits, the Committee will continue the discussion regarding Council Member Job Description and review samples from other EMAs, a Membership Selection Criteria Policy to forward a recommendation to Infrastructure & Policy.
14. Membership Application Form – VOTE Group ***
If time permits, the Committee will review modifications to the Membership Application Form, make additional changes as needed, and VOTE whether to approve a final version.
15. Review Draft Policies & Procedures for Membership Committee – VOTE Council Support/Group ***
If time permits, the committee will review the draft policies and procedures for the Membership Committee.
16. Next Meeting Date & Agenda Items Group 6:30
The next Membership Committee meeting will be on Monday, December 12, 2005. The Committee will identify agenda items for next month.

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**HIV Health Services Planning Council
Membership Committee Draft MINUTES
Monday, November 14, 2005
Project Open Hand
Main Conference Room
730 Polk Street, 3rd Floor
4:30-6:30 p.m.**

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Committee Members Present: Dorothy Kleffner (co-chair); Mark Molnar (co-chair); Brian DiCrocco;
Ken Pearce

Committee Members Absent: Walter Miller (excused)

Other Council Members Present: None

Others Present: None

Council Support Present: Jack Newby, Skot Jonz, Susan Latham

1. Introductions

Co-Chair Kleffner called the meeting to order and those present introduced themselves.

2. Review/Approve Agenda

The Committee reviewed the agenda and it was approved by consensus.

3. Review/Approve Minutes

September 12, 2005 and October 10, 2005

The Committee reviewed the minutes from September 12, 2005 and October 10, 2005.

There were no objections and the minutes were approved by consensus.

4. Announcements

Council Support announced the resignation of CM Smeleer, effective immediately.

Council Support introduced Susan Latham, the new Administrative Coordinator for Planning Council Support.

CM DiCrocco announced his position at Catholic Charities, and indicated that this would alter his conflict of interest.

ACTION: Council Support to modify documents to reflect that CM DiCrocco is no longer non-aligned consumer status, especially on demographics report.

5. Public Comment

No public comment.

6. Leave of Absence Request – VOTE

The Committee will consider the requests of Council Member Charlene Pugh for a temporary leave of absence from Council duties through December 2005. Committee will vote whether to approve the request.

Council Support announced CM Pugh's request for leave of absence. Committee discussed the status of CM Pugh and indicated that there may be some question regarding her employer and associated representation on the Council. Committee agreed to approve the leave request through the end of the year and reassess her interest in continuing serving on the Council.

ACTION: Determine CM Pugh's intentions. Membership Co-chair Molnar will contact CM Pugh.

Council Support to notify CM Pugh that her leave of absence was approved through December. Committee will request CM Pugh's resignation if she does not intend to attend meetings after January 1, 2006.

ACTION: Council Support to add to next month's Membership agenda Co-Chair report-back regarding contact with CM Pugh and discussion of how to proceed.

Unanimous in favor of approving CM Pugh's leave of absence request.

Council Support informed Committee of CM Oropeza's situation and his leave of absence request which was submitted today. Committee discussed approving CM Oropeza's leave of absence request through December 2005 and reassess at January committee meeting.

CM Pearce made a motion to approve leave request through December.

Seconded.

Discussion.

Co-chair Klefner amended motion for leave of absence request through end of January 2006.

Seconded.

Discussion.

VOTE ON AMENDMENT: Three in favor; one against.

AMENDED Motion passed.

Leave of Absence Approved: 3 in favor; 1 against. Passed.

ACTION: Council Support to determine status of CM Oropeza and report-back to Committee at December meeting.

7. Steering Committee Update

Co-Chair Molnar provided an update on the latest Steering Committee activities and discussions.

8. Council Demographics Report

Committee reviewed HRSA guidelines for unaffiliated consumers. Committee reviewed Council and EMA-wide demographics.

CM Pearce made a motion to be consistent with unaligned and aligned to be a Title I and Title II, and provide this direction to Council Support to draft a policy.

ACTION: Council Support to draft a policy using the HRSA guidelines regarding unaligned and aligned consumer as they relate to Title I and Title II and return to membership Committee at December meeting.

9. Membership Interviews/Discussion – VOTE (Closed Session)

Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.

- Mieke Ulate (5:15-5:30)
- Hierberto Quesada (5:35-5:50)
- Joseph Graham (5:55-6:10)

No public comment.

Council Director Jack Newby indicated that references for Mikke Ulate have not called back. Committee interviewed Membership Applicant, Mikke Ulate. Committee provided information to the applicant on the appointment process and will contact applicant regarding their decision in the coming days.

ACTION: Correct spelling of applicant's name from Mikke to MICKE on all appropriate documentation.

No public comment regarding Applicant Quesada.

Council Director reported on references for Applicant Heriberto Quesada. Committee interviewed Membership Applicant. Committee provided information to the applicant on the appointment process and will contact applicant regarding their decision in the coming days.

ACTION: Correct spelling of applicant's name to HERIBERTO on all appropriate documentation.

No public comment on Applicant Graham. Committee interviewed Membership Applicant, Joseph Graham. Committee provided information to applicant on the appointment process and will contact applicant regarding their decision in the coming days.

10. Report on Closed Session

The Committee briefly reports the final outcome of the closed session, including votes taken.

Committee discussed Applicant Ulate. Committee agreed to make a decision on the applicant pending comments from references.

Committee VOTED whether to forward Applicant's name to Full Council to recommend for Membership.
Unanimous in favor pending references.

ACTION: Obtain references for Applicant Ulate and provide update to Committee Members at December meeting. Inform Applicant Ulate of Committee decision on application.

Committee discussed Applicant Quesada, particularly some of the issues and challenges with regard to asking and answering questions with the use of an interpreter.

Committee VOTED whether to forward Applicant's name to Full Council to recommend for Membership.
Unanimous in favor of approving Applicant Quesada.

ACTION: Council Support to inform Applicant Quesada of Committee decision. Committee will discuss in December Committee member when to forward to Full Council.

Committee discussed Applicant Graham.
Committee VOTED whether to forward applicant's name to Full Council to recommend for Membership.
2 in favor; 2 against. In the event of a tie, the vote goes against.

Applicant Graham not approved for Membership.

ACTION: Council Support to inform Applicant Graham of Committee decision, not approving Membership at this time, with the caveat that they would consider another interview in six months if Applicant Graham is still interested at that time.

11. Review Membership Applications Received - VOTE

The Committee will review new Council Membership Applications received and vote whether to schedule for an interview. This includes considering prior interviewees for a second interview.

Committee decided to review pending application for R. Rosenblum at December meeting. Committee also discussed whether to return prior interviewees for a second interview and will discuss at December meeting.

ACTION: Add New Membership Application review (R. Rosenblum) at December Membership Committee meeting, including a discussion on whether to ask prior interviewees for a second interview (especially with regard to Native American applicants).

12. Council Member Attendance Report/Letters to Send

Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.

Council Support updated Committee briefly on the Attendance letters that had been sent and discussed that no other Council Members are currently having attendance issues.

13. Discuss Council Member Job Description and Selection Criteria Policy

If time permits, the Committee will continue the discussion regarding Council Member Job Description and review samples from other EMAs, a Membership Selection Criteria Policy to forward a recommendation to Infrastructure & Policy.

[Due to insufficient time, this item tabled for discussion at the December Membership Committee meeting].

14. Membership Application Form – VOTE

If time permits, the Committee will review modifications to the Membership Application Form, make additional changes as needed, and VOTE whether to approve a final version.

[Due to insufficient time, this item tabled for discussion at the December Membership Committee meeting.]

15. Review Draft Policies & Procedures for Membership Committee – VOTE

If time permits, the committee will review the draft policies and procedures for the Membership Committee.

[Due to insufficient time, this item tabled for discussion at the December Membership Committee meeting.]

16. Next Meeting Date & Agenda Items

The next Membership Committee meeting will be on Monday, December 12, 2005. The Committee will

Identify agenda items for next month.

Potential Agenda Items Include:

- Co-chair Molnar report on Council Member status and discussion.
- Council Support report-back to Committee on CM Oropeza.
- Review draft policy regarding HRSA guidelines on unaligned and aligned consumer as they relate to Title I and Title II and return to membership Committee at December meeting.
- Membership Interviews Discussion – VOTE (Closed Session) :
Joaquin Sanchez Aimee Zenzele Barnes; Susan Philip.
- Report on references for Applicant Ulate
- Discuss Council Member Job Description and Selection Criteria Policy
- Review Membership Applications Received – VOTE
- Membership Application Form – VOTE
- Review Draft Policies & Procedures for Membership Committee – VOTE

Co-Chair Kleffner adjourned the meeting at 7:25 p.m.

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San Francisco

HIV Health Services Planning Council

Membership Committee Draft Agenda

Monday, December 12th, 2005

SFDPH, 25 Van Ness Avenue, Room 330B

5:00-7:00 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:30
2. Review/Approve Agenda	Group	4:32
3. Review/Approve Minutes <i>November 14, 2005</i>	Group	4:34
4. Announcements	Group	4:36
5. Public Comment	Public	4:40
6. Leave of Absence Request – VOTE <i>The Co-chairs will update the membership status of CM Pugh and CM Oropeza.</i>	Group	4:45
7. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:50
8. Council Demographics Report <i>Review and discuss Council and EMA-wide demographics.</i>	Council Support/ Group	4:55
9. Membership Interviews/Discussion – VOTE (Closed Session) <i>Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.</i> <ul style="list-style-type: none"> <i>Joaquin Sanchez (5:15-5:30)</i> <i>Aimee Zenzele Barnes (5:35-5:50)</i> <i>Susan S. Philip, MD, MPH (5:55-6:10)</i> 	Group	5:05
10. Report on Closed Session <i>The Committee briefly reports the final outcome of the closed session, including votes taken.</i>	Group	6:15
11. Review Membership Applications Received - VOTE <i>The Committee will review new Council Membership Applications received and vote whether to schedule for an interview. This includes considering prior interviewees for a second interview.</i>	Group	6:25
12. Council Member Attendance Report/Letters to Send <i>Council Support will update Committee on Attendance Letters sent, and status of Council Members. Committee will review a three-month report on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.</i>	Council Support	***
13. Discuss Council Member Job Description and Selection Criteria Policy <i>If time permits, the Committee will continue the discussion regarding Council Member Job Description and review samples from other EMAs, a Membership Selection Criteria Policy to forward a recommendation to Infrastructure & Policy.</i>	Group	***
14. Discuss Council Member Committee Assignments	Group	***

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

The Committee will discuss assignments and re-assignments to committees.

15. Membership Application Form – VOTE

Group

If time permits, the Committee will review modifications to the Membership Application Form, make additional changes as needed, and VOTE whether to approve a final version.

16. Review Draft Policies & Procedures for Membership Committee – VOTE Council Support/Group ***

If time permits, the committee will review the draft policies and procedures for the Membership Committee.

17. Next Meeting Date & Agenda Items

Group

6:30

The next Membership Committee meeting will be on Monday, January 9, 2006. The Committee will identify agenda items for next month.

DRAFT

Mission Statement: To recruit, screen, train and retain Council Members.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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**HIV Health Services Planning Council
Membership Committee Draft MINUTES
Monday, December 12th, 2005
SFDPH, 25 Van Ness Avenue, Room 330B
5:00-7:00 p.m.**

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Committee Members Present: Dorothy Kleffner (co-chair); Mark Molnar (co-chair); Ken Pearce;

Committee Members Absent: Walter Miller (excused); Brian DiCrocco

Other Council Members Present: None

Others Present: Marshia Herring

Council Support Present: Jack Newby, Susan Latham, Skot Jonz

1. Introductions

Co-Chair Molnar called the meeting to order and those present introduced themselves.

2. Review/Approve Agenda

Committee reviewed the agenda. Committee briefly reviewed how to address catching up on matters, specifically the Policy and Procedure Manual. The agenda was approved by consensus.

3. Review/Approve Minutes

The Committee reviewed the minutes from November 14, 2005. No changes were discussed and the minutes were approved by consensus.

4. Announcements

No announcements.

5. Public Comment

No public comments.

6. Leave of Absence Request – VOTE

Co-Chair Molnar reported on attempts to contact CM Pugh, all of which were unsuccessful. Committee discussed status and noted that CM Pugh's Council term is due to end on February 1, 2006. No vote necessary on this item.

Council Support reported on the status of CM Oropeza. Committee discussed.

7. Steering Committee Update

Co-Chair Molnar reported on the latest activities and discussions of the Steering Committee.

8. Council Demographics Report

Committee reviewed and discussed the Council Demographics Report. No questions or concerns.

9. Membership Interviews/Discussion – VOTE (Closed Session)

Public Comment will be taken before the Committee enters into closed session. Council Support will report on applicant references. The Committee will vote whether to forward applicants' names to the Full Council for a membership vote.

- Joaquin Sanchez (5:15-5:30)

- Aimee/enzele Barnes (5:35-5:50)

- Susan S. Philip, MD, MPH (5:55-6:10)

No public comment.

Council Support reviewed with Committee the results of references contacted on applicants. Committee interviewed the following applicants for possible membership:

Applicant Joaquín Sanchez was unable to attend due to recent surgery.

Applicant Aimee Zenzele Barnes was interviewed by Committee. She was informed of the selection process and will be notified in a few days regarding the Committee decision.

Applicant Susan Philip was interviewed by Committee. She was informed of the selection process and will be notified in a few days regarding the Committee decision.

10. Report on Closed Session

Committee discussed the interview of applicant Barnes. The results of the votes for Applicant Barnes were unanimous in favor.

Committee discussed the interview of applicant Philip. The results of the votes for Applicant Philips were unanimous in favor.

ACTION: Council Support to notify applicants Barnes and Philip of committee decision. The names of Barnes and Philips will be forwarded to the Full Council for a membership vote.

11. Review Membership Applications Received - VOTE

The Committee will review new Council Membership Applications received and vote whether to schedule for an interview. This includes considering prior interviewees for a second interview. Committee reviewed and discussed applications received and voted whether to schedule for an interview.

Regarding Applicant LeRoy – Committee agreed not to schedule applicant LeRoy for an interview. Regarding Applicant Rosenblum – Committee agreed not to schedule applicant Rosenblum for interview at this time.

Committee discussed approaching Native American Health Center to recruit possible members. Committee asked Council Support to contact someone to fill the Dental Reimbursement category. Marshia Herring agreed to forward blank membership application forms to the Native American Health Center.

ACTION: Council Support to notify applicants that they are not being scheduled for an interview in January 2006. Council Support to work on recruiting applicants from Native American Health Center and Dental Reimbursement.

ACTION: Council Support to prepare blurbs on each candidate, including ethnicity, gender, and sero-status, age, but not include sexual orientation.

12. Council Member Attendance Report/Letters to Send

Committee reviewed the Member Attendance Report and informed Council Support which members

need to receive a letter reminding them of attendance requirements.

ACTION: Council Support to send out Attendance Notification letters to the Council Members identified.

13. Discuss Council Member Job Description and Selection Criteria Policy

[This item tabled due to lack of time].

14. Discuss Council Member Committee Assignments

Committee discussed Council Member committee assignments. Committee agreed that new members need to be steered toward COA Committee. Committee agreed to have Ken Pearce join COA as a temporary member, in addition to his duties on Membership Committee.

ACTION: Council Support to investigate whether CM Durio is still active, determine status, and pull off COA Committee for quorum purposes. CM Durio is to be placed on temporary suspension until further information is available.

15. Membership Application Form – VOTE

[This item tabled due to lack of time].

16. Review Draft Policies & Procedures for Membership Committee – VOTE

[This item tabled due to lack of time].

17. Next Meeting Date & Agenda Items

The next Membership Committee meeting will be on Monday, January 9, 2006. The Committee will identify agenda items for next month.

- Follow-up on Council Members with attendance issues
- Possible interview of Applicant Sanchez
- Membership Application Form – VOTE
- Review Draft Policies and Procedures for Membership Committee –VOTE
- Discuss Council Member Job Description and Selection Criteria Policy
- Other standing items: review applications received, demographics report, attendance report

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